



THE BURKE REHABILITATION HOSPITAL

Privacy Policy

Guidelines for Electronic Communications

Any information you view or download is contained in your medical record and may be viewed by authorized staff as needed. Burke Rehabilitation Hospital has taken steps to ensure the confidentiality and integrity of your medical information.

Sensitive Information

Sensitive information may be contained in your medical record such as: HIV status, alcohol or substance abuse, sexually-transmitted diseases, sexual assault, cancer, abortion, or confidential details of treatment.

Creating Secure Passwords:

- Passwords should be at least eight characters in length. Longer passwords are more secure.
- Password must contain at least one of each of the following character types: upper case letter, lower case letter, numerical digit, or special character, (such as: . # \$ % !)
- Password may not contain the email portion of your email address.
For example, in the email bob.smith@gmail.com, bob.smith may not be used.
- Do not use family member's names, dates of birth, personal information (phone number, license plate number, street address, etc.) or dictionary words. Your password should be something easy for you to remember but hard for others to guess.
- Do not use the same password for different purposes

Guidelines for Protecting Confidential Health Information

The following guidelines will help to maintain the security of your private health information:

- Always make sure your password is secure, do not share it with others, keep your passwords out of view. If you forget your password or you suspect it is known by others, you have the ability to change your password.
- If you are using a shared computer do not save your password on that computer and be sure to log out of the session when you are finished.
- Any confidential information that you print or download should be disposed of when no longer needed.