

No.	Activity	Observed (Y/N)	No. of Occurrences	Comments
	Confidential information is discussed by staff in public areas.			
<b>2</b>	Conversations with patient/family regarding confidential information are held in public areas.			
<b>3</b>	Overhead and intercom announcements include confidential information.			
<b>4</b>	Phone conversations and dictation are in areas where confidential information can be overheard.			
<b>5</b>	Computer monitors are positioned to be observed by visitors in public areas.			
<b>6</b>	Unattended computers are not logged out or protected with password-enabled screen savers.			
<b>7</b>	Computer passwords are shared or posted for unauthorized access.			
<b>8</b>	Documents, films and other media with confidential patient information are not concealed from public view.			
<b>9</b>	Whiteboards in public areas have more than the allowable information.			
<b>10</b>	Medical records are not stored or filed in such a way as to avoid observation by passersby.			
<b>11</b>	Confidential patient information is called out in the waiting room			
<b>12</b>	Confidential information is left on an unattended fax machine in unsecured areas.			
<b>13</b>	Confidential information is left on an unattended copier in unsecured areas.			
<b>14</b>	Confidential information is left on an unattended printer in unsecured areas.			
<b>15</b>	Confidential information is found in trash, recycle bins or unsecured paper-shredding receptacles.			
<b>16</b>	Patient lists, such as scheduled procedures, are readily visible by patients and/or visitors.			
<b>17</b>	Contractors, vendors and other non-patient visitor third parties are not appropriately identified.			
<b>18</b>	Staff are not wearing VA ID badges			
<b>19</b>	Patient records not filed in locking storage cabinets or rooms that are locked when unattended.			
<b>20</b>	Security access mechanisms for buildings or departments are bypassed.			
<b>21</b>	When questioned, staff demonstrate lack of privacy awareness.			