

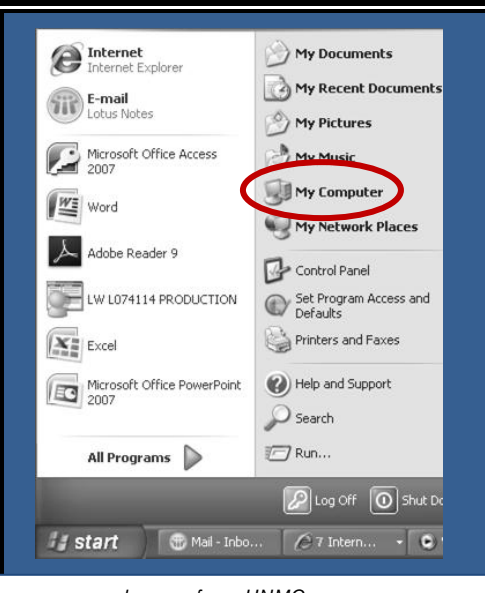
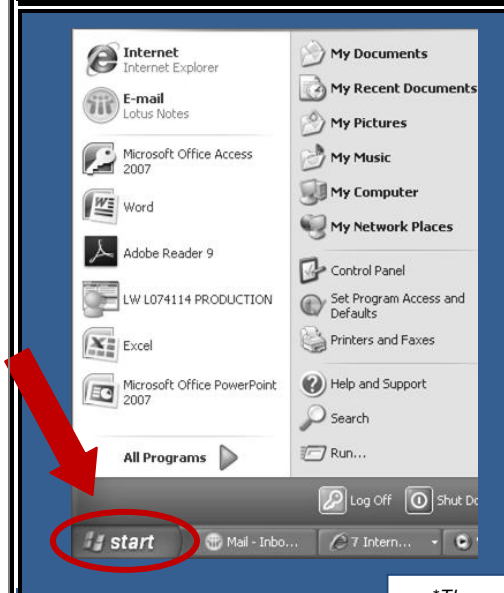
SAVE IT Securely

Store confidential information, including PHI on computer network drives instead of local drives. To identify your network drive:

1. Click the "Start" button
(bottom left corner of your screen)

2. Click on "My Computer"

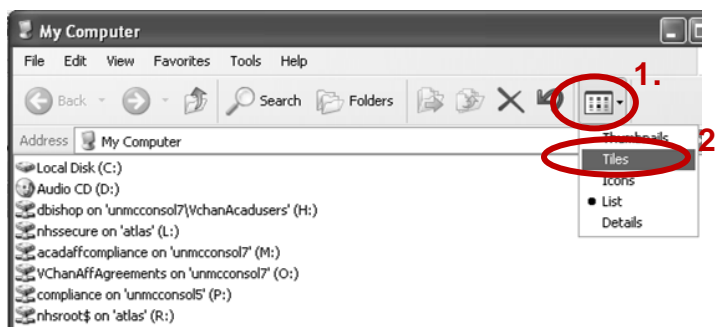
3. Select a "Network Drive"*
(*if your screen looks different, see below)



These screen examples are from UNMC, your screens may differ

*If your screen does not show which are "Network Drives", like the example on the right:

1. Click on the "Views" box, then
2. Click on "Tiles"



DO NOT store confidential information on desktop computer hard drives (i.e. local drive/disk – usually labeled "Local Disk (C:))

DO NOT store confidential information on mobile devices (laptop computers, thumb drives) unless they are password protected AND encrypted.

- If the computer or drive is lost or stolen, the data will be lost and may result in a breach requiring notification to patients and to Health & Human Services.
- Please contact the Help Desk @ 402-559-7700 if you have questions about your network drive.