

Microsoft Teams AND HIPAA

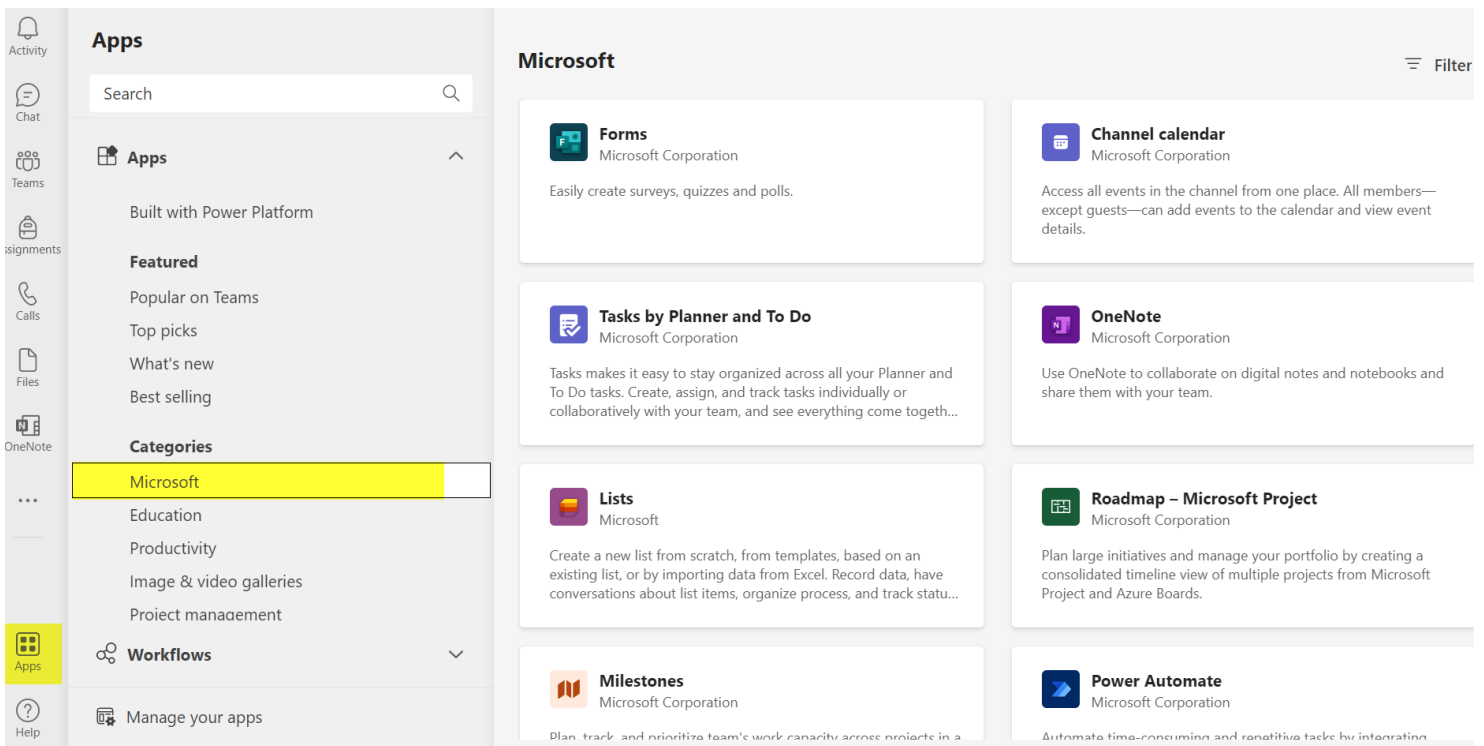
Please be aware that while Microsoft Teams is approved as a communication tool when sharing patient information, please be aware that not all applications that may be integrated with Teams are HIPAA-complaint or approved for storage of patient information. For example, applications that are not developed by Microsoft, may not meet certain HIPAA-required criteria. Therefore, do not store patient information in or integrate any non-microsoft applications with your UI Teams



DETERMINING SECURITY NEEDS

Please refer to the steps below for assistance in determining if an application is a Microsoft product.

Open Teams and select the Apps button in the toolbar on the left side of the screen. Select Microsoft under the Categories header. The applications in this section are HIPAA compliant and may be integrated with your UI Teams account.



The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Apps' button is highlighted. The main area displays a list of Microsoft applications under the 'Microsoft' category. The applications listed are:

- Forms** (Microsoft Corporation): Easily create surveys, quizzes and polls.
- Channel calendar** (Microsoft Corporation): Access all events in the channel from one place. All members—except guests—can add events to the calendar and view event details.
- Tasks by Planner and To Do** (Microsoft Corporation): Tasks makes it easy to stay organized across all your Planner and To Do tasks. Create, assign, and track tasks individually or collaboratively with your team, and see everything come together...
- OneNote** (Microsoft Corporation): Use OneNote to collaborate on digital notes and notebooks and share them with your team.
- Lists** (Microsoft): Create a new list from scratch, from templates, based on an existing list, or by importing data from Excel. Record data, have conversations about list items, organize process, and track statu...
- Roadmap – Microsoft Project** (Microsoft Corporation): Plan large initiatives and manage your portfolio by creating a consolidated timeline view of multiple projects from Microsoft Project and Azure Boards.
- Milestones** (Microsoft Corporation): Plan, track, and prioritize team's work capacity across projects in a...
- Power Automate** (Microsoft Corporation): Automate time-consuming and repetitive tasks by integration...

If you have already or need to integrated a non-Microsoft application with your UI Teams account, please contact the HelpDesk at 356-0001.