








## GFI FAXmaker and HIPAA Compliance

Checklist		
Privacy and Security requirements	Using GFI FAXmaker	How GFI FAXmaker meets this requirement
All fax machines are to be placed in a secure area and not generally accessible.		Both outbound and incoming faxes can be sent /received using an email client. This removes the need for a manual fax machine and therefore no special security measures need to be taken to safeguard the data or the equipment.
Only authorized personnel are to have access and security measures should be provided to ensure that this occurs.		Outbound faxes can be sent via the individual's personal email client. The documentation does not need to leave the sender's office nor is it handled by anybody else. With incoming faxes, these can automatically be routed to the user's mailbox or to a particular printer based on a DID/DDI/DTMF number or on the line on which the fax was received. This ensures that no one else can see the documentation just received except for the intended recipient or other authorized personnel.
Destination numbers are verified before transmission		By integrating with Active Directory and using the contact lists in the email client, recipients can be pre-programmed, minimizing the potential for human error.
Include a cover-sheet clearly stating that the fax contains confidential health information, is being sent with the patient's authorization, should not be passed on to other parties without express consent; and should be destroyed if not received by the intended recipient.		Cover-sheets can be created in Microsoft Word with the required disclaimers and added to new faxes at the click of a button.

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Maintain a copy of the confirmation sheet of the fax transmission, including the necessary data such as time and recipient's number.		Transmission reports including miniatures of the fax can be automatically printed.
Received faxes are to be stored in a secure location.		With email archiving implemented all faxes sent ore received using GFI FAXmaker are stored in a secure database, allowing easy access, searching and auditing.
Maintain transmission and transaction log summaries.		With email archiving implemented all faxes sent ore received using GFI FAXmaker are stored in a secure database, allowing easy access, searching and auditing.

## Other benefits of GFI FAXmaker to help you be HIPAA compliant

### Reduced Administration

GFI FAXmaker is designed to minimize administration. It integrates with Active Directory eliminating the need for a separate fax user database. User-related settings can be applied to Windows users or groups directly.

### Supports Microsoft Exchange, Lotus Domino and other SMTP Servers

GFI FAXmaker integrates with Exchange Server 2000/2003/2007 via a standard Exchange SMTP connector. GFI FAXmaker can be installed on the Exchange server or on a separate machine, in which case no software has to be installed on the Exchange server itself. GFI FAXmaker also integrates with Lotus Domino and other popular SMTP servers.

### Fax over IP (FOIP) Support

With the optional Brooktrout SR140 host based module or TE-SYSTEMS' XCAPI, GFI FAXmaker integrates with your existing IP PBX to



offer Fax over IP (FOIP) without any additional hardware requirements. With FOIP you can easily send faxes over the Internet, integrating with the existing IP infrastructure.

### **Supports Lotus Notes & SMTP/POP3 Servers**

GFI FAXmaker integrates via the SMTP/POP3 protocol with Lotus Notes and any SMTP/POP3 server. It can be installed on the mail server itself or on a separate machine. For **Lotus Notes**, @FAX addressing is supported.

### **Automated Fax Delivery/Inbound Fax Routing**

GFI FAXmaker can automatically route incoming faxes to the user's mailbox or to a particular printer based on a DID/DDI/DTMF number or on the line on which the fax was received. Faxes can also be forwarded to a public folder or assigned to a network printer per installed fax port.

### **Archive Faxes to GFI MailArchiver™, to SQL, or other Archiving Solution**

GFI FAXmaker allows you to archive all faxes to GFI MailArchiver, an SQL database or to an email address. GFI MailArchiver is an email archiving solution that stores all mail in an SQL database, allowing for easy search and retrieve. With the OCR module, faxes can also be searched based specific text within the fax.

### **Optional OCR Reading and Routing**

The optional OCR module can be used to convert all incoming faxes to a readable text using Optical Character Recognition (OCR) technology and then route the fax to the correct user by keyword. For example you can route by first or last name or by job function. If GFI FAXmaker cannot match a recipient, it will automatically route the fax to the default recipient or router. Especially handy if you plan to archive, since it makes searching for a particular fax much easier.

### **Send a Fax from Any Application**

To send a fax, users print from their word processor to the GFI FAXmaker printer, or create a new message in their email client (for example, Outlook or Outlook Web Access). The user then selects the recipient(s) of the fax from the Outlook Contacts list (address book) or enters the fax number directly. After clicking on the **Send** button, the fax is sent and the user receives a transmission report in his or her inbox.

### **Receive a Fax by Email in Fax or PDF Format**

GFI FAXmaker delivers faxes to the user's inbox in TIF (fax) format or as an Adobe PDF file. This enables users to check faxes from anywhere in the world, using either a normal desktop email client (for example, Outlook) or a web-based email client (for example, Outlook Web Access). Receiving faxes in PDF format means the fax can be easily forwarded and it also allows for easy integration with document archiving systems or workflow procedures.



### Supports Outlook Contacts

There is no need to keep a separate fax address book, just select the recipient's **Business Fax** entry from the Outlook Contacts list or the Global Address Book. No need to duplicate address entries.

### Attach Office Documents, PDF, HTML and Other Files

Users can attach Microsoft Office, PDF, HTML and other files to their fax. These are rendered to fax format on the fax server. The **Send to Mail Recipient** command, available in Microsoft Office and other applications, can be used to quickly send any document as a fax.

### Automatic Application Integration and Mail Merges with NetPrintQueue2FAX

GFI FAXmaker's NetPrintQueue2FAX feature allows you to embed a fax number in a document and **print to fax** from almost any application, anywhere in the network, without having to enter the fax number separately. Especially handy for accounting applications, an invoice can be faxed simply by embedding the fax number, no application integration or development is required.

### Fax Broadcasting using Microsoft Office Mail Merge

Using the mail merge facility of Microsoft Word or of the Office Suite of products, you can send personalized fax broadcasts. Because Microsoft Office supports ODBC, the recipient list can be retrieved from any data source, including Microsoft SQL Server, Microsoft Access and many more.

Coolcat offers a wide range of services from flat-fee help desk to auditing. Its advanced security team focuses on forensics, ethical hacking, application, perimeter and penetration security testing. The team has performed hundreds of investigations and thousands of ethical hacking exercises and has experience ranging from corporate information security to federal and local law enforcement. As a Managed Service Provider, Coolcat delivers enterprise-class services at a flat per-node fee, unlimited help desk, network monitoring and managed solutions with flexible options to keep clients up and running; quickly and efficiently. Coolcat provides application hosting, email, messaging, antivirus, anti-spam, virtualization, SavService, network security, network monitoring, network management, two-factor authentication, content security, content distribution, offsite backup, disaster recovery hot sites co-location, and much more. Coolcat has offices in Florida, Washington D.C. and New York City and serves a client base in the U.S., Canada, Virgin Islands, Brazil and Europe (<http://www.coolcatinc.com>).