



Privacy Matters!

Know the facts about fax machines

- Your policies and procedures permit faxing
- You have identified the correct recipient by verifying their first and last name
- Recipient has agreed to receive information by fax
- You are sending the right information
- Fax number is correct
- Cover sheet has been prepared
- You entered or used the correct fax number
- Do not leave until the fax has been transmitted
- Confirm that the recipient has received the fax

