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**From:** Emerging Issues <RESPONSE@shands.ufl.edu>  
**Sent:** Friday, March 13, 2020 3:58 PM  
**To:** Emerging Issues  
**Subject:** Online teaching: Recording lectures in Zoom

Thank you for supporting the University's requirement to move classes online by Monday, March 16, until at least March 30. We have become aware of the need for some UF Health faculty and staff to record lectures to Zoom for their students. To date, these recording capabilities have been restricted within UF Health due to concerns about inadvertently storing protected health information, or PHI, on this external platform.

**Patient privacy remains a top priority and we appreciate your continued diligence to safeguard PHI.**

Last night we modified the Zoom configuration for UF Health so that recording would be permitted. This change will remain in place until March 30, or until the time in-person classes resume. We ask that, when recording content, you please follow these additional guidelines:

- 1. Please refrain from including PHI from both your audio and video content.*
- 2. Please follow any existing technical guidance provided by UF IT Services to properly record and store lectures.*
- 3. Please note that UF Health's standard guidelines for the appropriate use and disclosure of PHI remain.*
- 4. Please consider adding a cautionary statement to your cover slide to alert all participants to refrain from including PHI in any discussion or commentary.*

Thank you for your attention and support during this extraordinary time.

Sincerely,

Gigi Lipori, M.T., M.B.A.  
Senior Vice President and Chief Information Officer, UF Health  
Gainesville, FL  
352-733-3156  
[pflugg@shands.ufl.edu](mailto:pflugg@shands.ufl.edu)  
[pflugg@ufl.edu](mailto:pflugg@ufl.edu)

Assistant:  
Amy Lawson-Ross  
[adlawson@ufl.edu](mailto:adlawson@ufl.edu)  
352-294-8337