

<p align="center">Community Name or Logo</p> <p align="center">SIERRA WINDS</p>	<p align="center">Policy Number</p>	<p align="center">Revision Date 10.5.17</p>
<p align="center">Review and Approved by</p>	<p align="center">Policy Name: <u>HIPAA Privacy and Security</u> <u>Emailing Protected Health</u> <u>Information</u></p>	<p align="center">Effective Date 08/01/2020</p> <p align="center">Policy Location</p>

PURPOSE

To ensure the appropriate use of the email system when transmitting Protected Health Information (“PHI”).

POLICY

It is the policy of this Community to protect the electronic transmission of PHI as well as to fulfill our duty to protect the confidentiality and integrity of Resident PHI as required by law, professional ethics and accreditation requirements. The information released will be limited to the minimum necessary to meet the requestor’s needs. Whenever possible, de-identified information will be used.

PROCEDURE

1. E-mail users will be set up with a unique identity complete with unique password and file access controls.
2. E-mail users may not intercept, disclose or assist in intercepting and disclosing e-mail communications.
3. Users will restrict their use of email for communicating normal business information such as information about general care and treatment of Residents, operational and administrative matters, such as billing.
4. Users should verify the accuracy of the email address before sending any PHI and, if possible, use email addresses loaded in the system address book.
5. PHI may be sent unprotected via e-mail within a properly secured, internal network of the organization. When sending PHI outside of this network, such as over the Internet, every effort should be made to secure the confidentiality and privacy of the information. Sample security measures include password protecting the document(s) being sent or encrypting the message.
6. Extreme caution should be taken when sending via e-mail Resident-specific information regarding highly sensitive health information (i.e. information relating to AIDS/HIV, drug and alcohol abuse and psychotherapy notes), even within the internal email system or secured outside the internal work.
7. All e-mail containing PHI will contain a confidentiality statement (see sample below).
8. Users should exercise extreme caution when forwarding messages. Sensitive information, including Resident information, must not be forwarded to any party outside the organization without using the same security safeguards as specified above.
9. Users should periodically purge e-mail messages that are no longer needed for business purposes, per the organization’s records retention policy.
10. Employee e-mail access privileges will be removed promptly following their departure

- from the organization.
11. The amount of information in any email will be limited to the minimum necessary to meet the needs of the recipient.
 12. Employees should immediately report any violations of this guideline to their supervisor, Administrator or Community Privacy Officer.

Sample Confidentiality Statement

The information contained in this e-mail is legally privileged and confidential information intended only for the use of the individual or entity to which it is addressed. If the reader of this message is not the intended recipient, you are hereby notified that any viewing, dissemination, distribution, or copy of this e-mail message is strictly prohibited. If you have received and/or are viewing this e-mail in error, please immediately notify the sender by reply e-mail, and delete this e-mail from your system. Thank you.

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by Sierra Winds for the use of the named addressee(s) to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee(s) (or a person authorized to deliver it to the named addressee(s)). It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it from your system without copying or forwarding it, and notify the sender of the error by reply e-mail or by calling Sierra Winds at 623-298-0750, so our address record can be corrected.

This should be on everyone's email in the health center.