

<b>SEPA Labs</b>	<b>Policy &amp; Procedure</b>  HIPAA / PRIVACY <b>EMAILING PROTECTED HEALTH INFORMATION</b>	<b>FUNCTION</b>
		<b>NUMBER</b> 1e
		<b>PRIOR ISSUE</b>
		<b>EFFECTIVE DATE</b> January 1, 2014

**PURPOSE**

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

**POLICY**

It is the policy of SEPA Labs to protect the electronic transmission of PHI as well as to fulfill our duty to protect the confidentiality and integrity of patient 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. Patient specific information regarding highly sensitive health information must not be sent via e-mail, even within the internal email system (i.e. information relating to AIDS/HIV, drug and alcohol abuse).
4. Users will restrict their use of email for communicating normal laboratory business information and operational and administrative matters, such as billing.
5. 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.
6. 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.
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 patient 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.

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# Policy & Procedure

HIPAA / PRIVACY  
**EMAILING PROTECTED HEALTH INFORMATION**

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11. Email messages, regardless of content, should not be considered secure and private. 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 / CEO or SEPA Labs Privacy Official.

## 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 whom 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.