

## **E-MAIL AND PROTECTED HEALTH INFORMATION PROCEDURE**

### **PROCEDURE:**

The Security Official, with the assistance of the Director of Information Systems and others with expertise in secure e-mail systems, as necessary, will develop modifications to the BHHF e-mail policy to incorporate the above requirements.

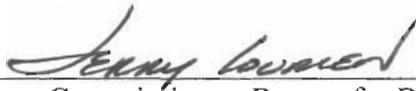
The modifications will address internal communications among members of the workforce, communications with patients, communications with insurance companies, and other e-mail uses that involve the use of protected health information.

### **REFERENCE:**

Security Requirements            164.312 (d,e) (Addressable)

Effective Date: 4/14/03

Dates Revised:



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Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities