



**Office of Regulatory Compliance**

## **HIPAA Policy 9.12**

<b>Title:</b>	<b>Secure E-Mail Transmission</b>
<b>Source:</b>	<b>Office of Regulatory Compliance</b>
<b>Prepared by:</b>	<b>Assistant Vice Chancellor for Regulatory Affairs</b>
<b>Approved by:</b>	<b>Vice Chancellor for Research</b>
<b>Effective Date:</b>	<b>July 1, 2013</b>
<b>Replaces:</b>	<b>04/03/05</b>
<b>Applies:</b>	<b>All UCD campuses</b>

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## **Introduction**

### ***Purpose***

The purpose of this policy is to outline the procedures for handling e-mail messages containing Protected Health Information (PHI) at UCD.

### ***Reference***

45 C.F.R. § 164.312 (e)(1) and (e)(2)(ii)

### ***Applicability***

This policy applies to all members of the UCD workforce who may transmit ePHI via e-mail.

## **Policy**

Anyone at UCD who communicates PHI with recipients outside of UCD using e-mail is responsible for the protection and integrity of the data. This includes faculty, staff, students, trainees, volunteers, etc.

## **Procedures**

### **A. General**

1. PHI may not be transmitted by e-mail unless the sender of the e-mail is using a secure e-mail system.

2. UCD has implemented a secure messaging system (safemail) which is specifically designed for the transmission of e-mail messages containing PHI and other sensitive information.

a. Full documentation and instructions for the use of the UCD secure e-mail system can be found on the ITS website.

b. The UCD secure e-mail system must be used when communicating PHI via e-mail outside of the private network belonging to UCD and its major Affiliates.

c. E-mails sent within UCD or from UCD to a major Affiliate are already protected and do not need to be sent via the secure e-mail system.

3. Members of the UCD workforce who wish to send PHI or other sensitive information via e-mail and are not on the UCD network must use a secure e-mail system that has the following features:

a. *Transmission Security.* The message cannot be intercepted by someone other than the intended recipient while the message is in transmission. Transmission security can be accomplished by the use of encryption.

b. *Mechanism to Authenticate.* The recipient of the message must have the ability to know that the content of the message has not been altered during transmission. This must be built into the e-mail system in use.

4. Updated anti-virus protection must be in place on any UCD computing device either sending or receiving e-mail.

Updated anti-virus protection must also be in place on the e-mail servers and at the e-mail gateways.