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Office of Regulatory Compliance

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HIPAA Policy 9.12

Title: **Secure E-Mail Transmission**

Source: **Office of Regulatory Compliance**

Prepared by: **Assistant Vice Chancellor for Regulatory Affairs**

Approved by: **Vice Chancellor for Research**

Effective Date: **July 1, 2013**

Replaces: **04/03/05**

Applies: **All UCD campuses**

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.