

**Pondera Medical Center**  
**Administrative Policy/Procedure**

**Policy Number:** 84.05.2018.OP.98

**TITLE:** Encryption of Electronic Transmission of Protected Health Information

**AREAS AFFECTED:** All Departments

**PURPOSE:** PMC will implement reasonable and appropriate measures to guard against unauthorized access to and protect the integrity and confidentiality of ePHI that is transmitted over an electronic communications network while the data is in transit.

**DEFINITIONS:**

*ePHI:* Electronic Patient Health Information

*Encryption:* The process of converting information or data into a code, especially to prevent unauthorized access

**POLICY:** Maintain the privacy and integrity of ePHI that is transmitted over an electronic communications network.

**PROCEDURE:** Each department will train its workforce on the procedures necessary to comply with this policy at staff.

1. If transmitting ePHI using an email the word "secure" must be in the subject line to force the email to use encryption.
2. Physical media must be encrypted with Bitlocker software prior to being mailed or delivered to the requestor. The key for the encrypted media must be either mailed separately or given verbally to the recipient.

**Date of Origin:** 05/18

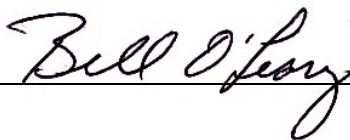
**Date(s) of Last Review:**

**Date(s) of Revision:**

**Effective Date:** 05/22/18

**Contact Person(s):** IT Director, HIM Manager

**Executive Approval:** \_\_\_\_\_



**Date of Board of Director's Review:** 05/22/2018