MEMORANDUM

FROM THE IT OFFICE

TO: All E-Mail Users
FROM: Tony Daniels
DATE: Wednesday, June 01, 2016
RE: E-Mail Encryption

To ensure compliance with HIPAA and the HITECH act we have updated the processing rules on the agency e-mail system. Effective Monday June 06, 2016 any e-mail to an address outside of the agency network that contains personal identifying information in the body of the e-mail, or that contains an attachment will be automatically encrypted. The person sending the e-mail will be notified that it was encrypted and the person receiving the e-mail will be notified with an e-mail, per the example below, containing instructions to open the attachment to view the secure message.