

Email By and Between the Healthcare Team (not Patients)

**To originate an encrypted email transmission you must use your official @etsu.edu email address. External and Goldmail accounts are not equipped with encryption service and cannot be used to transmit or receive protected health information as they are not hosted by ETSU or covered under ETSU compliance contracts. For these same reasons your official @etsu.edu account should not be forwarded to an external or Goldmail account.

**The rules below apply for communications of protected health information by and between members of the healthcare team. Separate rules apply for communication with patients (i.e., patients receive unencrypted email after they sign a consent form).

ALL EMAIL COMMUNICATIONS BY AND BETWEEN THE HEALTHCARE TEAM THAT CONTAIN PROTECTED HEALTH INFORMATION MUST BE ENCRYPTED.

How do I encrypt email?

Internal Email Communications (@etsu.edu to @etsu.edu):

1. Simply type the word encrypt anywhere in the subject line to encrypt the contents of the message and the message attachments
2. Do **not** include protected health information in the subject line as the subject line itself is **not** secure

Encrypted messages sent internally will show up in the ETSU inbox and look completely normal—no actions have to be taken to decrypt/read the message.

When the recipient takes subsequent action with an encrypted email (e.g. replies or forwards it) the subsequent emails will remain encrypted so long as the trigger word—encrypt—remains in the subject line.

External Email Communications (etsu.edu to external address)

1. Simply type the word encrypt anywhere in the subject line to encrypt the contents of the message and the message attachments
2. Do **not** include protected health information in the subject line as the subject line itself is **not** secure

Encrypted messages sent from an etsu.edu address to an external address will show up in the recipient's mailbox and require extra steps—recipient will have to follow instructions to access contents of the encrypted message within a secure portal session.

When the recipient takes subsequent action with an encrypted email (e.g. replies or forwards it) the subsequent emails will remain encrypted so long as all actions are taken within the secure portal session.

Example:

An etsu.edu user sends an encrypted email to an external MSHA email address by typing the word encrypt in the subject line. The MSHA recipient will receive an email that says: "You've received an encrypted message from username@etsu.edu." To actually read the content of the message the MSHA recipient has to click a link and verify they are who they say they are by entering a code that Microsoft auto generates for them. The actual message content then opens inside a secure portal session. Actions taken by the MSHA recipient inside the secure portal will remain encrypted.

Visual Aids:

Summary of Email Rules

Email with Providers, Staff and members of the healthcare team

- ✓ Originates from your @etsu.edu email account
- ✓ Trigger word **encrypt** in the subject
- ✓ No PHI in the subject

Email must be encrypted.
Encrypt must remain in the subject line when replying, forwarding, etc.

Email with Patients

- ✓ Originates from your @etsu.edu email account
- ✓ Risks explained and signed consent obtained *prior to* emailing with the patient

Email with patients is unencrypted.
PHI may be sent via email once patient consent is obtained.

The screenshot shows an email client interface with the following details:

- Menu Bar:** FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW
- Clipboard:** Paste, Cut, Copy, Format Painter
- Basic Text:** Arial Narrow, 12, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (a), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Address, Check, Attach
- Message Fields:**
 - To...: Lindsay Daniel
 - Cc...: (empty)
 - Subject: Schedule Updates **Encrypt**
- Message Body:**

Lindsay,

Patient John Smith, DOB 04-11-1992 cancelled his afternoon appointment. I scheduled Patient Andrea Roberts, DOB 01-19-1986 in his place.
- Callout Box (Green text, black border):**

This email satisfies the HIPAA email requirements!

 - ✓ Email originates from @etsu.edu address
 - ✓ Trigger word **encrypt** in the Subject Line
 - ✓ No PHI in Subject Line