



Effective August 24, 2015

1. We do not have a secure email service and we cannot encrypt emails. We generally do not email patient information. When we do, we typically only send:
  - Appointment reminders to patients
  - Responses to questions emailed by patients
  - Radiograph and or reports to another doctor's office
2. Our emails should generally include only the patient's name, demographic information (for example, name and address) and /or radiographs.
3. If email is not legible we may send an email for address confirmation prior to email PHI.
4. We will not send emails to patient's requesting no email correspondence.
5. If a patient emails our office, we can assume that email communications are acceptable to patient.
6. We do not email sensitive information such as Social Security numbers, credit card numbers, driver's license numbers, mental health information, unless the patient insists.
7. We will offer each patient our Email Authorization Form to sign if requested.
8. If a patient refuses to sign our Email Authorization Form, the patient can pick up the information, or send it via some other means, such as U.S. Mail or regular fax.
9. We will immediately notify the Privacy Officer if patient information has been sent to or accessed by anyone other than the patient or intended recipient.