

UAMS

HIPAA HYPE

"Confidentiality is everyone's job,
not everyone's business."



December 2005

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A Primer on Encryption:

What is Encryption?

Encryption makes information that is transmitted electronically "unreadable" by anyone who doesn't have the "key".

Why Encryption?

When **Electronic Protected Health Information (ePHI)** or other confidential information is sent electronically from one point to another, it must be secured to avoid theft, damage, or destruction of the information. All transmissions of **ePHI** or other confidential information from UAMS to an outside network must utilize an encryption mechanism between the sending and receiving entities; or the file, document, or folder containing **ePHI** or other confidential information must be encrypted before transmission.

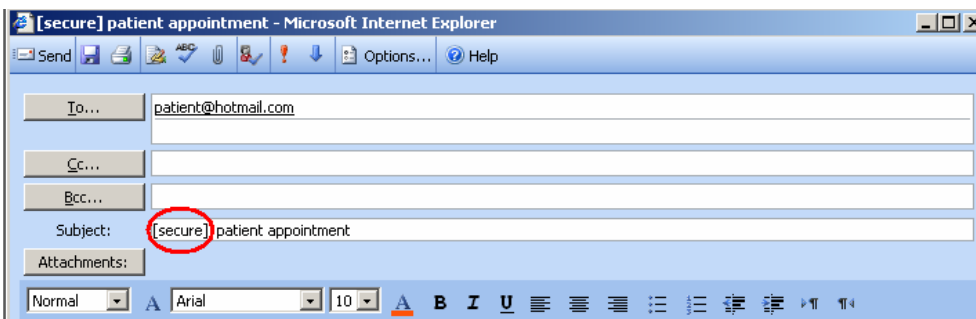
Can I use my personal e-mail account to transmit ePHI or other confidential information?

NO, never use an outside mail service such as Yahoo or Hotmail for transmission of messages containing **ePHI or other confidential information**. The UAMS Exchange mail account must be used for any transmission of messages containing **ePHI or other confidential information**.

New UAMS Exchange E-mail Encryption Features:

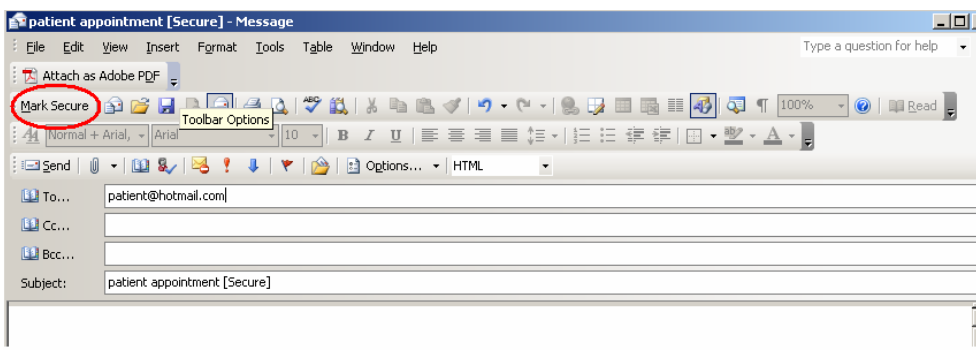
Special steps must be taken to encrypt email sent outside of UAMS if it contains ePHI or other confidential information. There are two ways to encrypt e-mail sent from a UAMS e-mail account:

Typing [secure] into the 'subject' field of the message. This will work for both Outlook and Web mail.



OR

Click on the 'Mark secure' button in the Outlook Toolbar. This works for Outlook only and you must choose to use the standard Outlook toolbar.



For a detailed instruction guide, go to <http://intranet.uams.edu/it/securemail/>
Or Call the Technical Support Center at 686-8555 for assistance.

HIPAA HOLIDAY QUIZ

Want to win an early Holiday present? Take our quiz and return it to **slot 829 by 4:00 pm December 21, 2005** and we will draw for a fabulous prize. For additional help in completing the quiz, go to the UAMS HIPAA web site: <http://hipaa.uams.edu>

1. Which is a **FALSE** statement about Encryption?
 - A.) Encryption is safely storing sensitive information in a crypt.
 - B.) Encryption makes ePHI unreadable.
 - C.) Encryption requires a "key" to read the information.
 - D.) Encryption is required for transmission to a network outside of UAMS.
2. How can PHI sent from a UAMS email account be encrypted?
 - A.) By typing [secure] into the 'subject' field of the message, if using Outlook/Web mail
 - B.) By clicking on the 'Mark Secure' button in the Outlook Toolbar (Outlook only)
 - C.) Both A and B
3. All transmissions of ePHI or other confidential information from UAMS to an outside network must utilize an encryption mechanism.
 - A.) True
 - B.) False

Name: _____

Dept: _____

Phone Number: _____

Do you have any suggestions or questions you'd like to ask? Email us at HIPAA@UAMS.EDU

Congratulations to Crystal, who works at PBS. She received the Halloween Jack-O-Lantern and UAMS T-shirt as the October HIPAA Hype quiz winner!