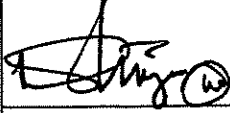


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

APPROVED	RESPONSIBILITY	ORIGINATION DATE	NUMBER	PAGE
	Administration MIS	03/01/2002	6100-29	1 of 2
TITLE: EMAIL CONFIDENTIALITY NOTICE/DISCLAIMER				

PURPOSE:

The purpose of this policy is to provide confidentiality notice and disclaimer for electronic mail (email) used by all authorized Hospital staff to prevent the unauthorized or inadvertent disclosure of Hospital and protected health information in accordance with HIPAA Rule 164.514 (d).

SCOPE:

This policy covers all email message in its electronic form being composed, sent, replied to and forwarded, with or without attachments, graphical images, URL links, audio, video, contact information, and thereby the potentially inadvertent transmission of confidential and privileged information by all employees to internal GMHA recipients as well as external business associates, vendors and agencies recipients. The policy does not apply to printed copies of incoming electronic mail from external parties.

POLICY:

The use of email is for only authorized GMHA employees and is for "Official Business Use". This policy is to ensure that all email messages, being sent or forwarded to internal as well as external recipients, be exclusively accompanied by the following disclaimer notice:

"This communication may contain CONFIDENTIAL and PRIVILEGED information for the sole use of the intended recipient(s). If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply EMAIL or telephone (671) 647-2555 and delete all copies of this message."

PROCEDURES:

I. IMPLEMENTATION.

- A. An informational circular will be distributed to inform all staff of this policy.
- B. MIS will create a Signature file containing the email confidentiality disclaimer notice.

Reviewed: 3/02

Revised:

Approved: MEC: 8/30/02; EMC: 9/17/02; JAC: 11/04/02; BOT: 11/20/2002

- C. MIS will install, setup and test the Signature file on every authorized GMHA email user's profile, include the user contact telephone number and inform user of the change in effect. This will also be done for each new email user.

II. ENFORCEMENT.

- A. MIS will monitor all email traffic for policy compliance.
- B. Any employee found to have violated this policy will automatically loose email privileges, and may be subject to disciplinary action.