

Dear Patient:

To improve efficiency and service to our patients, our practice is transitioning to new Electronic Medical Record and billing systems. As part of this effort we are formalizing our policies regarding electronic transmission of Protected Health Information (PHI).

Under HIPAA guidelines, "Protected Health Information" encompasses nearly all patient data, including names, addresses, telephone numbers, and e-mail addresses. While it makes sense to avoid casual disclosure of such information, there is a point at which complete avoidance of sending any PHI in e-mail or texts becomes tedious and impractical.

E-mail and text communications are not perfectly secure and are potentially subject to interception. In an effort to balance a reasonable desire for privacy with a practical need for efficiency and convenience, we offer the ability to password-encrypt certain information including lab reports, medical records from other providers, and conversations that may involve particularly sensitive topics. That said, some patients may want to have ALL of their Protected Health Information treated securely, and we respect that right.

Although we recommend that you grant us permission to continue to judiciously choose when to encrypt PHI in e-mail and texts, ultimately the choice is up to you. Please let us know your preference by choosing one of the following:

- (1) You may use your discretion regarding transmission of my Protected Health Information via e-mail and text.
- (2) You do not have my permission to send unencrypted e-mail or text messages that might potentially result in disclosure of any of my Protected Health Information. I understand that this may limit the ability of Dr. Stone to respond to my inquiries in a timely manner.
- (3) I will contact you to discuss my particular wishes regarding communication involving my Protected Health Information.

Name:

Signature:

Date: