

Big Bend Community Based Care Policy & Procedure

Series: 900: Data Collection, Records and Reporting
Policy Name: Safeguarding Confidential Electronic Data Transmission
Policy Number: 914
Origination Date: 03/09/2009 **Revised:** Board Meeting of 12/13/2018
Regulation: CFOP 50-4
CFOP 50-5
CFOP 50-13
CFOP 50-14

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to safely and securely transmit confidential electronic data.

Procedure

- A. All electronic transmission of data that includes Private Health Information (PHI) or any other client identifying data will be password protected and kept confidential.
- B. If the chain of custody is in question, the file(s) will be encrypted with a password before transmission and the password will be conveyed to the recipient via a different method.
- C. To comply with HIPAA regulations, unencrypted PHI may not be stored on removable media, i.e., floppy disks, CD, DVD, flash memory, external hard drives or any other media that can be physically removed from the premises.