

**UWMS Department Family Medicine
Email Confidentiality Statement Policy**

1.0 Policy Name:

Department Family Medicine (DFM) Email Confidentiality Statement

2.0 Definition and Purpose:

This policy requires a confidentiality statement appended to emails originating from Department of Family Medicine employees.

3.0 Purpose of Policy:

Many tasks within Family Medicine require the access to PHI (Protected Health Information). In performing the job functions, the risk of accidental PHI disclosure is not limited to a specific role. Attaching a statement of confidentiality to employee email is not required by the University of Wisconsin's interpretation of HIPAA. However, a statement of confidentiality for email parallels best practice in guarding against accidental disclosure of PHI.

4.0 Scope of Policy:

This policy applies to Department of Family Medicine employees utilizing email technology resources owned and operated by the Department of Family Medicine and or the University of Wisconsin.

5.0 Policy Statement:

The below text will be appended to email originating from Department of Family Medicine employees

This email and any attachments may contain confidential information to be used only by the intended recipient(s). Email communications are not considered secure. If you are not the intended recipient(s) of this email, you are expected to disregard the content, delete the email message, and notify the original sender.

6.0 Implementatation and Review:

Policy will be reviewed on a continual basis with a formal review once a year.

Implementation Date	May 2005