

# NWF Health Network Policy & Procedure

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<b>Series:</b>	900: Data Collection, Records and Reporting	
<b>Policy Name:</b>	Safeguarding Confidential Electronic Data Transmission	
<b>Policy Number:</b>	914	
<b>Origination Date:</b>	03/09/2009	<b>Revised:</b> Board Meeting of 02/22/2024
<b>Regulation:</b>	CFOP 50-4 CFOP 50-5 CFOP 50-13 CFOP 50-14	
<b>Referenced:</b>	900-915 x 1 MIS Handbook	

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## Policy

It is the policy of NWF Health Network (NWFHN), 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.
- D. All NWFHN employees shall follow the procedures outlined in *NWFHN Referenced Document NWFHN MID Handbook, Firewall Policy*. Said policy is hereby fully incorporated as though set out herein and as may be amended from time-to-time. A copy of the Handbook is available to all staff upon hire.