**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Transmission Security - Integrity Controls §164.312(e)(2)(i)**

**& Encryption §164.312(e)(2)(ii)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** Appropriate security controls must be used to guard against unauthorized access to ePHI data being transmitted over open electronic communications networks such as the Internet. Our Security Official will review the methods of transmission and determine the appropriate means to protect ePHI as it is transmitted. When it is necessary, encryption must be used to protect the confidentiality, integrity, and availability of our data transmitted over electronic communications networks. Encryption must always be used when our highly sensitive data such as passwords are transmitted over electronic communications networks.

**Procedures:** In conjunction with our software provider(s), our Security Official will approve, obtain, and implement various electronic mechanisms to ensure the integrity of our ePHI as it is transmitted over electronic communications networks. The Security Official must approve and authenticate the receiving person or entity prior to the first transmission of ePHI. Only the minimum necessary amount of ePHI will be transmitted.

**Details:** The transmission security - integrity controls and encryption procedures include but are not limited to:

* The Security Official is responsible for identifying all the methods currently being used to transmit ePHI over electronic communications networks.
* The transmission of ePHI over the Internet will be by the use of a secure connection (e.g. HTTPS, VPN, WPA2) to protect and maintain the integrity of the data.
* Prior to transmitting ePHI to another entity, the receiving person or entity must be approved and authenticated by the Security Official prior to the first transmission.
* All transmissions of ePHI to another entity should include only the minimum necessary amount of PHI.
* Workforce members will receive training on the transmission security measures.
* Documentation (e.g. policies and procedures, training materials) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |