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EMAIL ME MO RA NDUM

**To: All DOM Independent Contractors**

**From: Nicole Litton, Deputy Administrator for Policy & Compliance and HIPAA Privacy Officer**

**Date: April 22, 2014**

**Re: DOM’s Email Encryption Policy**

It is DOM’s policy that emails containing **P**rotected **H**ealth **I**nformation (“PHI”) or **P**ersonally **I**dentifiable **I**nformation (“PII”) sent outside of the agency network be encrypted by the sender.

If you are a DOM Independent Contractor with an email address that does not end in “@medicaid.ms.gov”, you will need to enroll in DOM’s Cisco Secured Email service in order to view any encrypted emails sent to you by a DOM workforce member. For your convenience, instructions on setting up your account have been attached to this memo. Using the Cisco Secured Email service will allow you to receive and respond to encrypted emails sent by DOM personnel. You will not be able to initiate a secure e-mail to DOM through this service.

By executing the DOM Business Associate Agreement you agree, “…to use appropriate safeguards and comply, where applicable, with the Security Rule to prevent Use or Disclosure of PHI….” (*See* Section III (b)). In order to adhere to this obligation you should take the necessary steps to protect DOM PHI or PII contained in all electronic transfers with encryption software or a program that uses FIPS 140-2 certified algorithm which is 128 bit or higher, such as AES. Encryption can be end to end at the network level, or the data file containing PHI can be encrypted.

If you are not currently transferring DOM PHI or PII in this manner, please address this issue immediately. If you do not have the encryption capabilities as described above or have questions regarding e-mail encryption as it pertains to DOM PHI or PII, please contact the DOM Security Officer at 601-359-6064.

Attachment

Cisco Secure Email Registration Process

Your recipient will need to enroll in DOM’s Cisco Secured Email service. The recipient will receive an email notification with instructions for enrolling. Enrollment is only required the first time an email address receives a secure message. Once the online enrollment process is complete, your recipient will receive an email with an attachment titled "securedoc.html" (this is your secure message). When opening the attachment, the recipient will be prompted to enter the password selected during the enrollment process. Once the password is verified, your recipient will be able to view your message.













