TEXTING & UNSECURE EMAIL FORWARDING

DID YOU KNOW?

- When you send an email, it passes through different servers and computers before it reaches its intended recipient.
- Securing your email makes sure that only the intended recipient can access it via password and will help you avoid a security breach or HIPAA violation.
- Your texts are not secure, even on a Banner Health issued phone.
- External IMs are not secure, however Internal IMs are considered secure and HIPAA compliant.
- Not all business-related emails are secure, including any email you send or receive from an outside source.

DO YOUR PART

- Do not forward Banner Health email to your personal email accounts or use personal accounts to conduct business; your other accounts are not secure.
- Never send sensitive patient or payment information via unsecured methods, such as text message, email, or paging systems.
- How do I make an email secure?

How do I make an email secure?

- Create a new message in Outlook
- Complete the message including subject, recipient, and attachments
- Type *encrypt* in the body of the message before clicking send

For more information, please contact InformationSecurity-PrivacyTrainingandAwareness@bannerhealth.com