

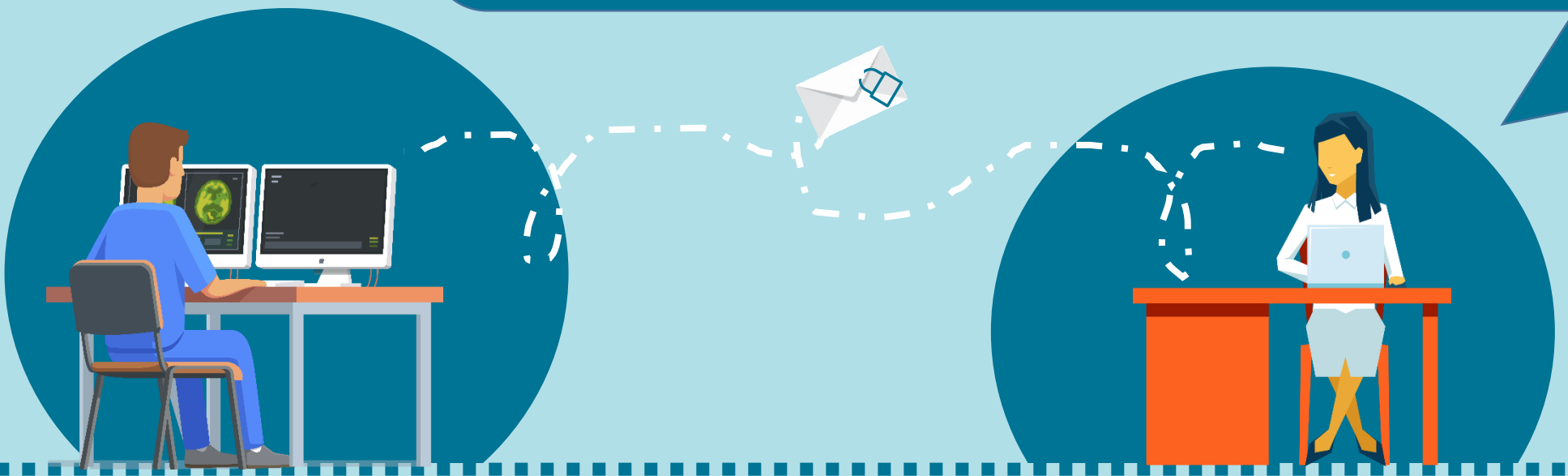
# TEXTING & UNSECURE EMAIL FORWARDING



## 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



External IMs are not secure, however Internal IMs are considered secure and HIPAA compliant



Your texts are not secure, even on a Banner Health issued phone



Not all business-related emails are secure, including any email you send or receive from an outside source



## DO YOUR PART

**DO NOT SEND SENSITIVE OR PATIENT INFORMATION VIA TEXT OR UNSECURE EMAIL**



Never send sensitive patient or payment information via unsecured methods, such as text message, email, or paging systems



Do not forward Banner Health email to your personal email accounts or use personal accounts to conduct business; your other accounts are not 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