

	<b>Ethics &amp; Compliance Department</b>	
	<b>Policy No.: 69</b>	<b>Created:</b> 01/2018
		<b>Reviewed:</b> 09/2024
	<b>Revised:</b>	

## **HIPAA: E-MAIL OF PROTECTED HEALTH INFORMATION**

### **SCOPE:**

All Envision Healthcare teammates. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

### **PURPOSE:**

Envision Healthcare Operating, Inc. and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this E-Mail of Protected Health Information policy to restrict the e-mail transmission of PHI.

### **POLICY:**

Teammates will refrain from including patient information in electronic mail messages when possible. If the Company identifies an operational process that requires the transmission of PHI, the department manager will take precautions to restrict distribution to those with a need to know and, if email is sent outside the Company, it will be encrypted.

### **POLICY REVIEW**

The Ethics & Compliance Department will review and update this Policy, when necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.