

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Operating Procedures COA: RPM 6.03  
CFOP: NA  
Procedure Name: Safeguarding Confidential Electronic Data Transmission  
Procedure Number: OP - 1114  
Revision #/Date: NA  
Effective Date: 1/30/09  
Applicable to: All CBCB Staff and Contract Providers

**SUBJECT:** Safeguarding Confidential Electronic Data Transmission  
**PURPOSE:** To ensure the safe and secure transmittal of confidential electronic data.  
**PROCEDURE:**

**References**

CBCB Policies/Procedures: GOV202, GOV203, IT802

**Guidelines**

Any electronic transmission of data that includes private health information (PHI) or any other client identifying data must be password protected and kept confidential. If the chain of custody is in question, the file(s) must be encrypted with a password before transmission and the password must be conveyed to the recipient in a separate transmission.

To comply with HIPAA regulations, unencrypted PHI may not be stored on removable media, i.e.; floppy disks, CD, DVD, flash memory, external hard drives or any other media that can be physically removed from the premises.

Transmissions to CBC of Brevard staff, DCF staff or employees of any subcontracted entity or law enforcement agency are exempted as long as the chain of custody is secure and the sender is transmitting to a secure domain.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in black ink, appearing to read 'Patricia Nelliuss-Guthrie', written over a horizontal line.

DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 2-12-09