

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)
ADMINISTRATION MANUAL

SUBJECT: ELECTRONIC MAIL (E-MAIL)

NO: AM 3.26

EFFECTIVE DATE: 9/1/99

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REVIEWED/REVISED: 04/03; 05/04; 04/05; 04/06; 01/07; 01/08; 01/09; 01/10; 1/11; 1/12; 1/13; 1/14; 1/18; 1/21; 1/24, 3/26

TJC: IM.02.01.01; IM.02.02.03

PURPOSE: To ensure the proper use of e-mail.

POLICY: WCRH provides e-mail through the Internet. It is the intent of WCRH that all e-mail usage will be for business purposes only.

PROCEDURE:

1. Communication through e-mail follows the same procedures as written memos. E-mail messages may constitute business records and may be subject to legal discovery or subpoena.
2. The e-mail is considered the property of WCRH. No one should consider these messages to be private or personal. The organization reserves the right to monitor and review messages.
3. Confidential information must be transmitted using organization-approved secure and encrypted methods in accordance with HIPAA and WCRH security standards.
4. Deleting e-mail does not guarantee that it is not recoverable. Back-up data is maintained.
5. Use of the system is intended primarily for business purposes. Unauthorized or inappropriate personal use is prohibited. Employees who violate this policy are subject to disciplinary action.

Administrator