Emailing Patient Information

Never include Protected Health Information (PHI) in the subject line

The subject line should communicate the general purpose of the email without disclosing PHI.

Encrypt emails containing PHI

Emails containing (PHI) **MUST** be encrypted by:
- Including **[Secure]** in the subject line (preferred) or body of the email, or
- Clicking the UConn Health **Secure Email** option in the message ribbon.

Verify email address

Verify the recipients' email address and double-check that you have entered the address correctly before sending.

Limit the amount of information shared

Limit the information you include to the minimum necessary.

Include only those people who need to know

Only include recipients that have a need to know the information.

Verify Attachments

Open each attachment before sending to verify inclusion of only the intended information.