

MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

Policy ITP- 32

Email and Computer Mediated Communication of PHI - EXCEPTION FOR STUDENT
SUBMISSION OF H&Ps AND MENTOR REFLECTIONS

General Information:

1.1 Scope: Medical students who submit academic documents to medical school faculty by means of electronic mail or computer mediated communication.

1.2 Authority: Marshall University Information Technology Council

1.3 Passage Date: 11/18/2003

1.4 Effective Date: 11/18/2003

1.5 Revision Date:

1.6 Controlling over: Marshall University

Exception Summary

This exception allows for the medical student submission of history & physical write-ups and mentor reflections to faculty as required by the school of medicine curriculum. It is granted in accordance with the Joan C. Edwards School of Medicine / University Physicians & Surgeons (SOM/UP&S) HIPAA Security Policy "[Email and Computer Mediated Communication of PHI](#)."

Rationale

Medical students are required by the school of medicine curriculum to create and submit to faculty and mentors write-ups of history & physical examinations and reflections of clinical care encounters. Students and faculty desire to transmit these documents electronically, but they often contain protected health information (PHI). Some procedures are therefore required to safeguard this PHI during transmission.

Parties Involved

This exception applies to medical students who submit academic documents to medical school faculty by means of electronic mail or computer mediated communication.

Details Concerning Computer Mediated Communication Permitted

The Division of Information Technology & Medical Informatics (DITMI) plans to develop a secure, 128-bit SSL-encrypted file upload interface on a WWW page (similar to that used by remote medical transcriptionists; see "[Exception for Remote Transcriptionists](#)") to enable the

secure submission of academic documents containing PHI. Until that system has been deployed, students needing to submit academic documents containing PHI via electronic mail file attachments may do so, provided that the following conditions are met to minimize the possibility of inappropriate PHI disclosure:

1. The student sends the electronic mail message containing this academic document file attachment from her or his email account @marshall.edu.
2. The student attaches the academic document file from a workstation either:
 - Physically located in the Marshall University Medical Center or Medical Education Building;
 - Physically located at Lincoln Primary Care Center;
 - Physically located on a Marshall University campus, including the Huntington campus of Marshall University, the Mid-Ohio Valley Center, the South Charleston campus and other campuses with dedicated, direct network connections to Marshall University; or
 - Via dialup connection to a WVNET modem pool.
3. The student sends to a faculty email address @marshall.edu, and this faculty email account is not forwarded to any other email address.

Adoption

Granted by Michael J. McCarthy, UP&S HIPAA Security Officer, on [date]. Reviewed by UP&S HIPAA Security Committee on [date].

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