

# Sharing Medical Documentation Electronically

## E-mail Encryption System

Therapeutic Associates respects the privacy of our customers, and we have invested in an email encryption system called **Proofpoint** in order to protect the rights of our patients and customers. This encryption system will allow us to share sensitive information, including healthcare-related data, through electronic mail.

## Healthcare Providers

Therapeutic Associates uses an electronic medical records system, and we are now able to communicate patient documentation with our referring physicians via our encrypted e-mail system. If you are interested in establishing this communication tool with our clinics, please contact your TAI clinic.

If your medical practice uses an EMR system, this would allow you to save physical therapy documentation directly into your system for convenient reference and record keeping.

For those payers requiring physician signatures on care plans, we still need to receive a signed copy of our care plan via fax or snail mail.

## Understanding Health Information Privacy

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

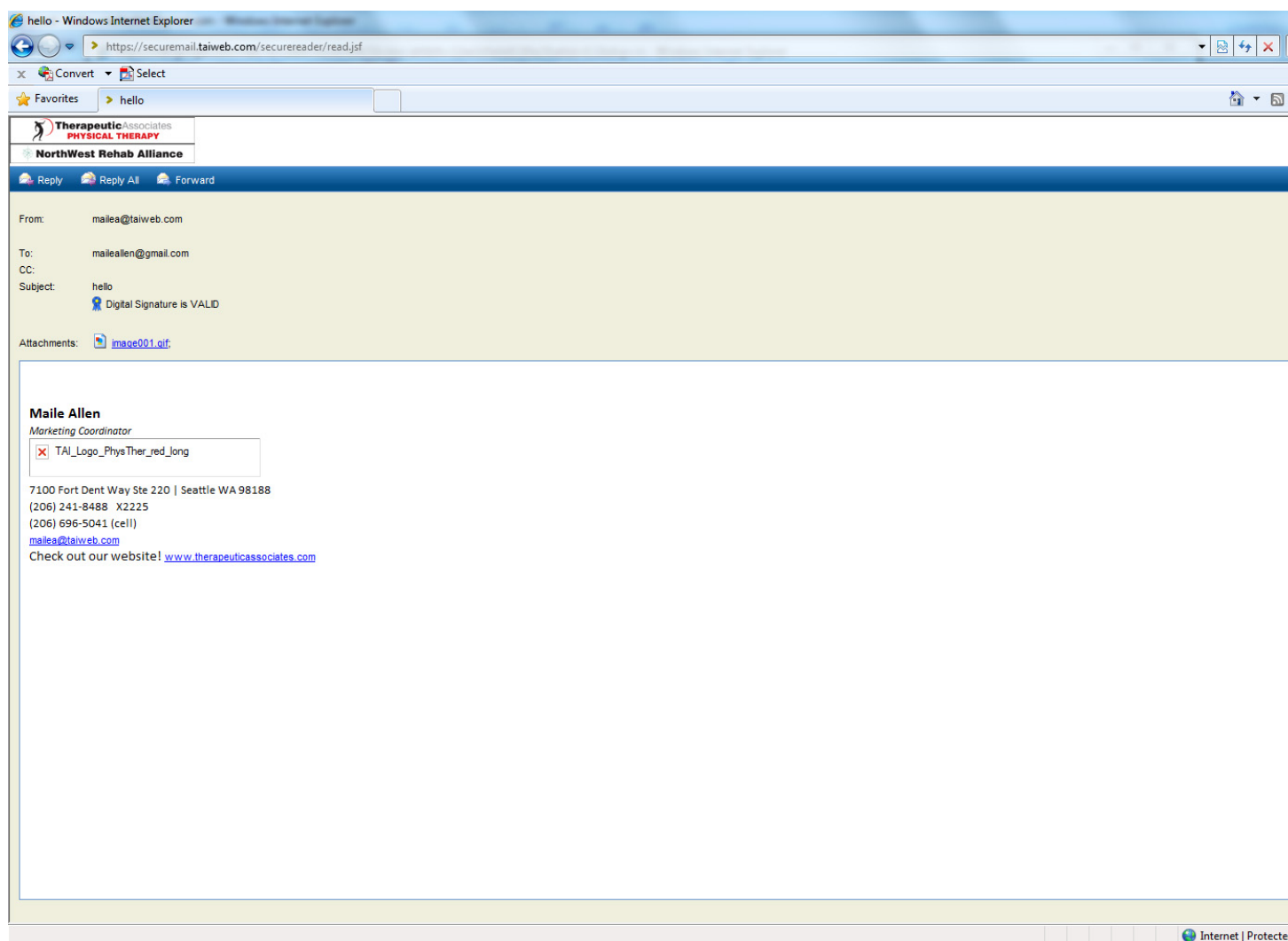
The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

If you have received an email from Therapeutic Associates that is encrypted, you must complete the registration process ONCE in order to receive the information electronically. Any future e-mail received by the same address will be password protected, and you will only be required to input your password to view the content. This process only takes a minute and will protect your personal information.

## How Proofpoint Works

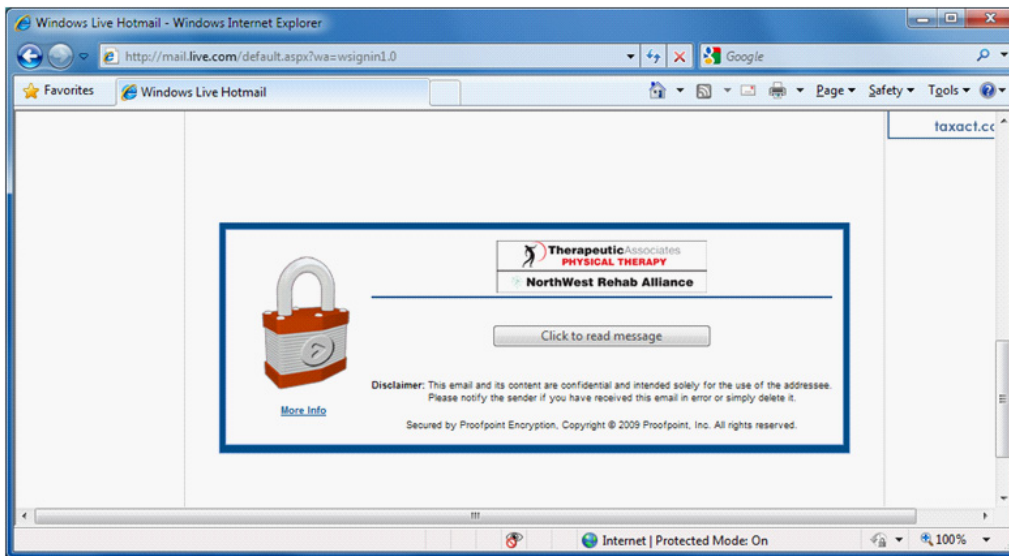
**Proofpoint** is essentially a secure website that receives and stores encrypted email documentation. Once you set up your user name and password, any email containing medical documentation will flow to your secured site. You will receive email notification when new documents have been sent and then all you have to do is log into your site to access the documents. Once logged in you will be able to share any documents with other users inside your domain allowing you to either email or save the documents to a shared file or patient record.

The system would work for any emails coming from anyone inside our domain meaning that if you work with multiple TAI Clinics in your area, all TAI clinics would have the capability to share electronic documentation with your medical practice.

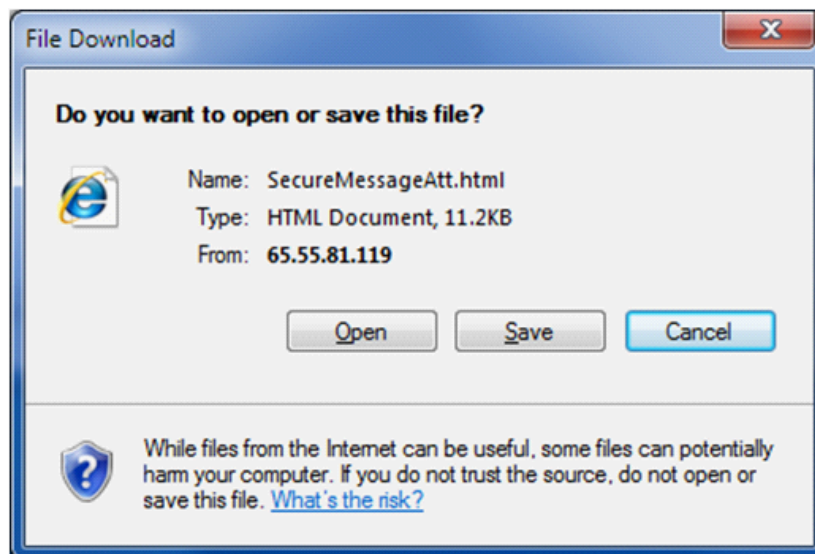


## Proofpoint Encryption System Usage

Due to HIPAA regulations it has become necessary to protect e-mail that contains sensitive information. This will require a simple (one-time) setup from you to establish a password. This will only be used for e-mail that is necessary to encrypt, everything else will flow normally as it always has. You might receive an e-mail that is similar to the window below. Notice the button that allows “Click to read message”



Depending on the level of security in your web browser, it may be necessary to open the link when you get this warning.




This is the first time set up page. After you establish a password, you should not be bothered by this screen in the future.

Encrypted Email Registration - Windows Internet Explorer

https://sec... T. Google

Encrypted Email Registr...

## Registration

  
NorthWest Rehab Alliance

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Password Reset

Question :

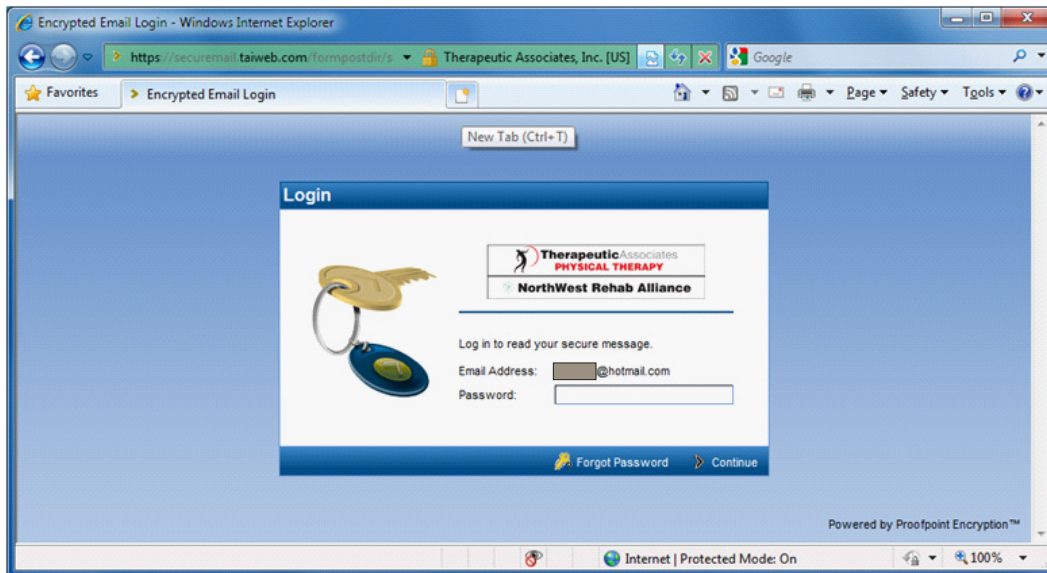
Answer:

[Continue](#)

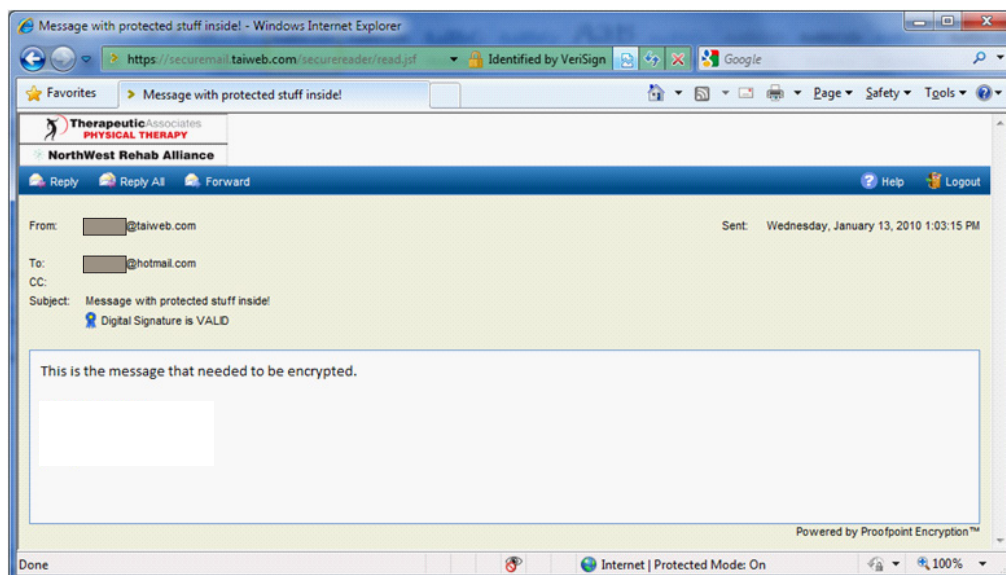
Powered by Proofpoint Encryption™

Done Internet | Protected Mode: On 100%

This is an example of what a typical login screen will look like if you previously established a password.



Your protected message will appear in the web browser. You have options to reply from here OR you can forward to another person within your own e-mail domain.



Thank you for your patience and understanding. The world would be a better place without hackers and identity thieves, but since that isn't an option this is our next best step to protect information.