



Missouri Department of Health and Senior Services

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PM-20-02
VM-20-02

July 10, 2019

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED SERVICES PROVIDERS

FROM: Kitty Engler, Bureau Chief
Bureau of Long Term Services and Supports

A handwritten signature in black ink that reads "Kitty Engler".

SUBJECT: Encrypting Emails

This memorandum is to remind Home and Community Based Services (HCBS) providers of their responsibility to be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations; specifically, 45 CFR Section 164.312(a)(2)(iv) and (e)(2)(ii). All electronic communication containing Protected Health Information (PHI) should be sent to DSDS via encrypted email. This includes referrals to the HCBS Call Center. Encryption instructions can be found here: <https://health.mo.gov/seniors/hcbs/proofpoint.php>.

Questions regarding this memorandum should be directed to the Bureau of Long Term Services and Supports (BLTSS) via email at LTSS@health.mo.gov or by telephone at 573-526-8557.

KE/mp

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.