



# A Spark of Inspiration

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## **Authorization for Electronic communication**

Protected health information (PHI), also referred to as personal health information, generally refers to demographic information, medical histories, test and laboratory results, mental health conditions, insurance information, and other data that a healthcare professional collects to identify an individual.

To help protect your Protected Health Information (PHI), we adhere to the Health Insurance Portability and Accountability Act (HIPAA). We want to inform you regarding different types of communication and the security of communication.

Standard email and text messages are not encrypted, and when you send, receive and store messages someone else could intercept messages with PHI. Encrypting emails provides protection to your PHI. All communications to your case manager and FMS with PHI will be sent as encrypted.

HIPPA allow reasonable accommodations to ensure that you have access to your PHI. You have the right to receive messages unencrypted, A Spark of Inspiration has made you aware of the risks and you understand these risks.

### Encrypted email

I prefer to have PHI sent through encrypted email. PHI may include but is not limited to your CDCS/CSG plan, HSP, change forms or other documents containing PHI.

You may still receive unencrypted emails containing no PHI, through A Spark of Inspiration through Outlook. This may include but is not limited to questions, general communication and providing resources.

With encrypted email the message is sent, delivered and stored as encrypted through a secure site that follows HIPAA and other security regulations.



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### Unencrypted email

I understand and accept the risks of having PHI sent through unencrypted email.

### Text messaging

Text messages are not encrypted. You may opt to communicate via text message with your planner. Information via text messages, the support planner will not include PHI via text message. You may choose to send PHI via text message and you have been informed of the risks and accept these risks if you send PHI via text message.

This authorization will remain in affect until you inform us in writing of the change and in which way you prefer to have PHI sent to you. Please send requests in writing to [info@spark2hope.org](mailto:info@spark2hope.org)

## **Acknowledgment of electronic communication**

Consumer's name:

(consumer/ legal guardian/ managing party)

Signature

Date