



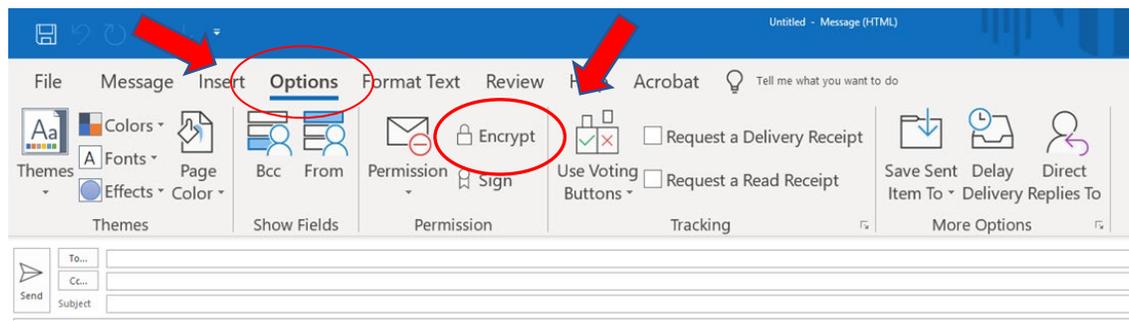
Monday Morning Practice Pearls # 59

What are my options to send secure email?

There are **five** ways to use secure communication: Encrypted Email, Secure Email and File Transfer (SEFT), Secure Health Messaging (SHM), Medical Secure Email, Office 365 Message Encryption (OME).

Encrypted email

- Used through a Microsoft Outlook account
- Requires PIV card



Secure Email and File Transfer (SEFT)

- Allows NIH users and its customers to send email securely and confidentially over an encrypted connection with or without large files
- Available via website <https://secureemail.nih.gov>

Secure Health Messaging (SHM)

- Preferred mechanism for securely messaging other NIH staff about patients
- Can be used to securely communicate with other CRIS users
- Messages can be attached to a patient's medical record
- Training materials available on the CRIS website

https://cris.cc.nih.gov/cristraining/training_materials.html#secure_health_messaging

Medical Secure Email

- Can be used to securely communicate with patients
- Allows attachment of files outside of CRIS
- Available via website <https://medicalsecureemail.nih.gov/>

Office 365 Message Encryption (OME)

- Ability to send and receive encrypted emails inside AND outside of the NIH network without using a PIV card
- For detailed information, click here: [Office 365: Sending email using Message Encryption \(OME\)](#)

Resources

Health Information Management Department (HIMD) website:

<http://intranet.cc.nih.gov/medicalrecords/index.html>

HRPP SOP 18: Privacy and Confidentiality- NIH follows federal law provided by the Privacy act of 1974

Mobile device- must be enrolled with MobileIron in order to send and receive encrypted email

https://service.cancer.gov/ncisp?id=kb_article_view&sysparm_article=NCI-KB0013608

NIH Clinical Center (CC) Secure Communications

http://intranet.cc.nih.gov/medicalrecords/pdf/NIH_CC_Secure_Communications.pdf

NIH policy M09-3(rev) states that any Personally Identifiable Information (PII) must be protected by encryption during transmission to protect the confidentiality of the information.

Requests and FAQs for Secure File Transfer (via Outlook)

<https://ees.sps.nih.gov/services/Pages/secureFiletransfer.aspx>