

## **ACO E-Mail**

**Date:** August 29, 2014

**Subject:** HIPAA Breach Notice

### **E-mail Message:**

It has come to our attention that Applicants continue to send Tax Identification Number(s) or TIN(s) in emails and attachments in an unprotected manner.

DO NOT include full Taxpayer Identification Numbers (TINs) in email communication either in the body of the text or in attachments. Since TINs can often be providers social security numbers, we are required to send this information in a protected form such as redacting a portion of the TIN or sending information in a password protected document.

Examples of acceptable correspondence are:

Listing a TIN in an email as “TIN ending in xxxx (last four digits)” and including the TIN’s legal business name.

- This is acceptable since only the last four digits of the TIN is provided. CMS can clearly identify the TIN in question.

Attaching a password protected document that includes a screenshot or text with the full TIN included, and sending CMS a separate email with the password.

- This is acceptable since the TIN is included in a password protected file and the password was sent under a separate email.

If you violate this policy, we will notify you that this incident was reported to CMS as a HIPAA breach on your behalf, in accordance with our security protocol. If this does happen, please ask everyone copied on the email to permanently delete the email.

Thank You