

TRANSMISSION AND SHARING OF CONFIDENTIAL INFORMATION

This document compliments Admin Manual section 100-8; 100-3H and Law 45.48.010-.090

Protected Health Information (PHI) cannot be sent through your Alaska.gov email address.

You must use DSM or fax. Admin Manual 100-8



- a. Save PHI info to the secure F drive, as it is not being emailed.
- b. Do not email TA10's, Extension Staffing packets, Consultation Requests, HIPAA release forms, etc. if they contain PHI, which is typical.
- c. Do not discuss PHI in any email or attachments.
- d. Do not release medical information outside of DPA without a signed HIPAA release.
- e. There is an exception in regulation for HR. FMLA, ADA, and worker's compensation type of documents can be scanned and emailed to State of Alaska HR, but not to other entities.

Personally Identifiable Information (PII) cannot be sent to any email addresses outside of Alaska.gov. Admin Manual 100-8

Law section 45.48.010-.090 <http://law.alaska.gov/department/civil/consumer/4548.html>



- a. **Personally Identifiable Information (PII) includes:** a name and one or more pieces of identifying information: phone, address, fax, email address, SSN, license number, account number, password or other access codes, etc.
- b. You can email a name without a Personal Identifier.
- c. You can email initials with a client ID (i.e. to WS contractors).
- d. Do not send PII in emails to clients, vendors, landlords, GED, Nine Star, Alaska Family Services, etc. as they do not have an Alaska.gov email address.

Confidential Info can be shared as is minimally necessary and in consideration of the information listed above. Admin Manual 100-3H



- a. **Confidential Information** may be shared with these agencies without written consent: DOLWD, OCS, PFD, AHFC, AG, CFC, Nine Star, CITC, KANA, APIA, Alaska Native Tribal Health Consortium, AVCP, BBNA, T&H, Catholic Social Services, Job Corps, KIT, KANA, MIC, SSA, SFC, TCC.
- b. **Legislative Requests** must be made in writing to the Director's office.
- c. **Subpoenas and Court Orders** – supervisor will email the Attorney General's office and the DPA Director.
- d. **Ombudsman** – You may provide full information as the client has requested the contact.