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Email Policy

1. **Introduction**
    a. Clark County has adopted this Email Policy to comply with our duties under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Department Health and Human Services ("DHHS") security and privacy regulations, and the Joint Commission on Accreditation of Healthcare Organizations ("JCAHO") accreditation standards, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements.
    b. All personnel of Clark County must comply with this policy. Familiarity with this policy and demonstrated competence in the requirements of the policy are an important part of every employee's responsibilities.

2. **Policy**
    a. Clark County encourages the business use of email to increase productivity.
    b. The email system and all messages generated by or handled by email, including back-up copies, are property of Clark County.
    c. Consequently, email users do not have a right to privacy in their use of the computer system or its email component.
    d. Clark County reserves the right to monitor, audit, delete, and read email messages.
    e. The IT department may override user passwords.
    f. Although it is the policy of Clark County not to regularly monitor the contents of email communications, it may monitor the contents and usage to support operational, maintenance, auditing, security, and investigative activities.
    g. Users should use email with the knowledge that Clark County may from time to time examine the content of email communications and Clark County cannot guarantee that email messages will be private.
    h. Email communications can be forwarded, intercepted, printed, and stored by others.
    i. Use of the email system constitutes consent to this policy.
    j. Generally, email users should restrict their use of the email system to proper business purposes relating to the care and treatment of patients and related administrative matters, such as billing. A user may, however, use email for personal purposes, such as communicating a change in work schedule to a significant other, under the following conditions:
        1) Personal use does not involve significant use of the facility's resources, such as work time, computer time, costs, and the like, and does not preempt any business activity or interfere with the user's or other's productivity.
        2) User must not transmit confidential or proprietary information to unauthorized recipients. Proprietary information is information that belongs to Clark County.

3) User must not transmit obscene, offensive, harassing, or hostile messages to any recipient. No person shall enter, transmit, or maintain messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or health condition. No person shall enter, maintain, or transmit any abusive, profane, or offensive language.
4) Transmission must not involve any illegal or unethical activity.
5) Transmission must not involve or disclose any activity that could adversely affect Clark County, its officers, employees, or agents.
6) Transmission does not involve solicitation. Employees may not use Clark County's email system to solicit for outside business ventures, organizational campaigns, or political or religious causes.

k. The email system must employ user-IDs and associated passwords to isolate the communications of different users.
l. Users must never share passwords or reveal them to anyone else.
m. If users must share data, they must use message-forwarding facilities, public directories on local area network servers, and/or other authorized information-sharing mechanisms.
n. Employees may not intercept or disclose or assist in intercepting and disclosing email communications.
o. Because some information is intended for specific individuals and may not be appropriate for general distribution, users should exercise caution when forwarding messages.
p. Users must not forward sensitive information, including patient information, to any party outside Clark County's system without the prior approval of the department head.
q. Senders may not engage in blanket forwarding of messages to parties outside Clark County's system unless the sender has obtained the prior permission of the department head.
r. Users should periodically purge from their personal email storage areas messages that are not part of patient records and that Clark County no longer needs for business purposes. After a specified period, the information services staff will delete email messages backed up to a separate data storage media to free scare storage space.
s. Clark County will make all email messages sent or received that concern the diagnosis or treatment of a patient a part of that patient's medical record and will treat such email messages with the same degree of confidentiality as other parts of the medical record. The medical staff will decide standards for determining whether particular email will constitute part of a patient's medical record. Department heads will develop retention policies for other email messages.
t. Patients must consent to the use of email for confidential medical information.
u. All email concerning patient information will contain a confidentiality statement developed by Clark County.

v. Users must immediately report violations of this policy to their department heads or to Corporation Counsel.