

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION**

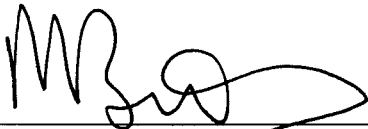
POLICY NUMBER: 4511-08

CATEGORY: Human Resources

CONTENT: E-Mail Policy

EFFECTIVE DATE: November 20, 1996
July 20, 2001
March 5, 2008

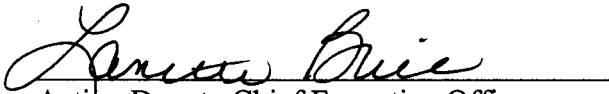
INQUIRED TO: Human Resources Administration
LSUHSC - Health Care Services Division
8550 United Plaza Blvd., 4th Floor
Baton Rouge, LA 70809
(225) 922-0752 FAX (225) 922-2285



Acting Chief Executive Officer
LSU Health Care Services Division

4/21/08

Date



Acting Deputy Chief Executive Officer
LSU Health Care Services Division

4/16/08

Date



Acting Director of Human Resources
LSU Health Care Services Division

4/14/08

Date

E-MAIL POLICY

LSU - HEALTH CARE SERVICES DIVISION

I. STATEMENT OF POLICY

It is the policy of the Louisiana State University –Health Care Services Division (LSU-HCSD) to comply in all respects with LSU PM 36; the LSU System Information Security Policy, the LSU Information Security Plan, LSU HCSD Information Security policy, and the privacy and security protections mandated by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) Therefore, it is the policy of the LSU-Health Care Services Division (LSU-HCSD) to ensure that confidential information is protected by adequate safeguards when communicating via electronic mail (E-Mail), that E-Mail is used only for LSU-HCSD business purposes, and the E-Mail users are aware that communications sent or received by LSU-HCSD employees may be monitored at the discretion of LSU-HCSD.

II. APPLICABILITY

This policy applies to all persons employed by the LSU-Health Care Services Division either through direct hire or contractual arrangement.

III. IMPLEMENTATION

This policy and subsequent revision to this policy shall become effective upon approval of the Chief Executive Officer of LSU-Health Care Services Division.

IV. RESPONSIBILITIES

Executive Staff members and Hospital Administrators are responsible for assuring managers, supervisors, and employees within their organizational authority comply with the provisions and intent of this policy.

All employees currently on board at time of implementation of this policy and any new employee hired after that date will be given a copy of this policy to read and will sign a statement confirming receipt of this policy to be kept in the employee personnel file. (See ATTACHMENT #1)

V. GENERAL PROVISIONS

A. The LSU-HCSD E-Mail systems are for use by all authorized employees of LSU-HCSD for the

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purpose of fulfilling their responsibilities and job duties.

- B. LSU-HCSD E-Mail should be considered as one of several methods of producing interdepartmental correspondence that may be reviewed at any level of the LSU-HCSD's management. E-Mails are public record.
- C. LSU-HCSD E-Mail transmissions are subject to monitoring for waste, fraud, and/or abuse. Although electronic communications may be protected by a person's confidential password, privacy is not guaranteed.
- D. LSU HCSD has a need and obligation to maintain efficient and effective communication amongst its employees. Email represents one communication tool provided by LSUHCSD to this end. As such, all employees are responsible for checking, reading and responding to Email in a regular and timely manner.
- E. Highly confidential or sensitive communications SHALL NOT be communicated via E-Mail without authorization. Employees are expected to adhere to the mandates found in LSU PM 36; the LSU System Information Security Policy, the LSU Information Security Plan, HCSD's Information Security policy, and the privacy and security protections mandated by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). This restriction includes but is not limited to Protected Health Information (PHI) and personal employee information in accordance with the following provisions:
 - a. No email shall contain the following information relating to a patient or group of patients – name, address, zip code, phone number, social security number, driver's license number, health plan identifiers, age, date of birth, or medical conditions or diagnoses related to individually identifiable information about a patient or group of patients.
 - b. No email shall contain the following information relating to an employee or group of employees of LSU HCSD unless provided directly to or requested by the employee in an email – address, zip code, home phone number, social security number, or driver's license number.
- F. Bulk emailing of information can be selectively used for business related communications but must be approved at a level appropriate to the scope and content of the information. Authorized bulk emailings will be tagged with the statement: "This message has been authorized by LSU Health Care Services administration for mass distribution as a service to our clinicians, administrators and staff".
- G. Every staff member has a responsibility to use department authorized E-Mail access in an effective, ethical, lawful and productive manner.
- H. Employees are accountable for the content of their files and messages.

- I. E-Mail access shall not be used for accessing, viewing, transmitting, receiving, retrieving, printing, or storage of any communications of a discriminatory or harassing nature or materials that are obscene or sexually explicit.
- J. Employees shall not transmit abusive, profane or offensive language through the HCSD E-mail system. Harassment of any kind is prohibited.
- K. Employees shall not transmit messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference.
- L. When employees are unable to respond to email in a timely manner due to travel, illness or leave, they shall post an out-of-office reply message noting the anticipated date of return, and will review and respond as necessary as soon as possible upon their return.
- M. Use of non-standard backgrounds and graphics in email transmissions is prohibited.

IV. Enforcement/Violations

Failure to adhere to the intent of this policy may result in disciplinary action up to and including dismissal.

ATTACHMENT #1

E-MAIL POLICY

RECEIPT ACKNOWLEDGMENT

I received a copy of the LSU Health Care Services Division E-Mail Policy. I agree to comply with the policy, procedures and guidelines as outlined in this policy.

I understand that violation of this policy may result in disciplinary action up to and including termination.

Employee's Name: _____
(Please Print)

Employee's Signature: _____

Date: _____