

## HIPAA EMAIL DISCLAIMERS

As Greg Archambault DMD PA interacts with patients or other medical professionals via email, it is essential to protect any PHI included in part or in whole within email messages. No matter the email system used, adding a HIPAA disclaimer to the bottom of email messages will help recipients understand how to handle sensitive PHI that may be included, and help protect sensitive information should an email be intercepted or delivered to someone other than the intended recipient.

### **Email Disclaimer**

Use the recommended email disclaimer below by copying and pasting this information into all email signature(s):

*This email and its attachments may contain privileged and confidential information and/or protected health information (PHI) intended solely for the use of Greg Archambault DMD PA and the recipient(s) named above. If you are not the recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this email message and/or any attachments is strictly prohibited. If you have received this transmission in error and are not the intended recipient, please notify the sender immediately at 904-269-3842 and permanently delete this email and any attachments.*

### **Website Contact Form Disclaimer**

If Greg Archambault DMD PA's website contains a contact form allowing patients or potential patients to contact the organization, it is recommended to have a similar disclaimer on the contact page identifying that information submitted should not contain unnecessary PHI as the communication may be unsecured or intercepted. To add a disclaimer to any website contact forms, copy and paste this information below on the appropriate webpage(s):

*Please know that email communication via our website may not be done through a secure platform. Although it is unlikely, there is a possibility that information you include in your submission can be intercepted and read by parties other than the intended recipient. To protect your confidential information, please do not include personal identifying information such as your birth date or personal medical information in any emails or website submissions you send to us.*