



New Mexico Human Services Department

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ISSUED ELECTRONICALLY

INTRA-DEPARTMENTAL MEMORANDUM

ISD-GI -12 - 19

DATE: April 27, 2012

TO: All ISD Employees

FROM:  Ted Roth, Acting Director
Income Support Division

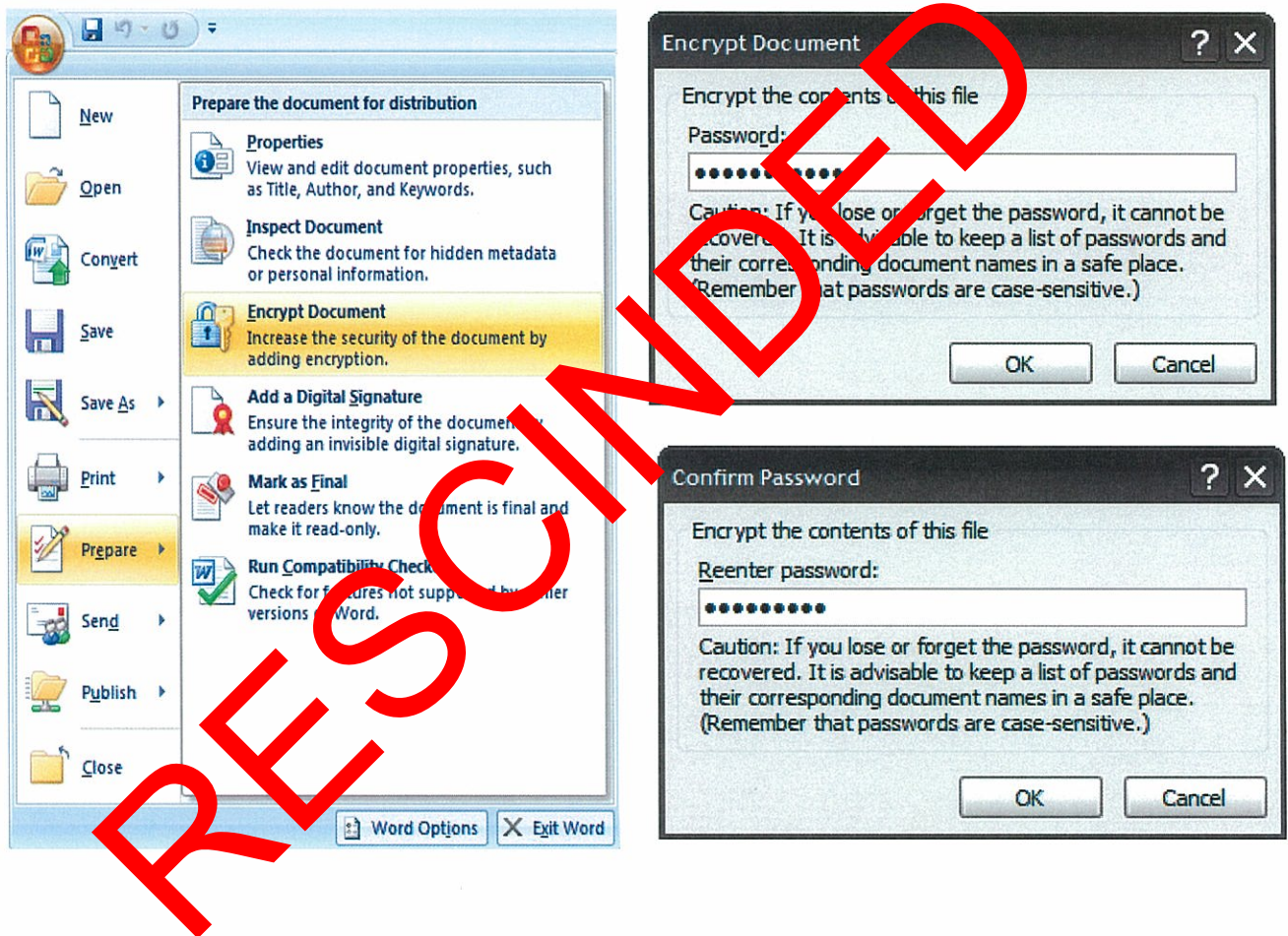
RE: HIPAA Compliance Encrypting Documents

The State's email system is not secure and information such as name, address, social security numbers, an individual's health information, and an individual's earnings information should never be sent via email unless it is in an encrypted attachment, and never include this information in the email subject line.

Attached is an explanation of how to encrypt Word documents, which you can then attach to an email and safely send over the state's email system. You should supply the password to the recipient by voice or in a separate email if possible, and never send the password in the same email with the document.

Encrypting Office 2007 Documents When Sending as Attachments

1. Click on the Office Button at the top left of the Office program you have open.
2. Choose Prepare
3. From the Prepare submenu, choose Encrypt
4. Enter a encryption password and click OK
5. Reenter the same password and click OK



If you have questions related to this GI, please contact Brandi E. Sandoval at 505-827-7289 or by e-mail at brandi.sandoval@state.nm.us.