

Southeastern Network 6 *Kidney Council, Inc.*

TO: All Facility Personnel

FROM: Dee Tyburski
Information Systems Specialist

DATE: April 4, 2008

RE: Do Not E-mail Confidential Beneficiary Information

The Centers for Medicare & Medicaid Services (CMS) established policies to assist the Network in safeguarding the privacy and security of beneficiary information. These policies state “**no Personally Identifiable Information (PII) or Protected Health Information (PHI) of a beneficiary may be transmitted via e-mail.**” If you have a question regarding a specific beneficiary, call us at 919-855-0882.

The Network must notify CMS immediately upon discovery of any security breach compromising identifiable information of a beneficiary. Double-check your e-mail for PII or PHI before sending.

Thank you for helping to protect patient confidential information.

The mission of the Southeastern Kidney Council is to improve the lives of people with or at risk for End Stage Renal Disease by promoting and advancing quality of care.