

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation – Secure Electronic Transmission	REFERENCE NUMBER: 2009-032
DATE ISSUED: 07/09/09	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Return-to-Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

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State Compensation Insurance Fund (State Fund) has implemented a Secure Electronic Information and Protection Program (SEIPP). The program began earlier this year and was fully implemented as of July 1, 2009.

All e-mails initiated by State Fund that contain sensitive information, such as social security numbers or protected health data, will now go through an encryption process before they are delivered.

For State Contract Services locations, any e-mail with an attachment will automatically be encrypted. State Fund adjusters will use this process to send copies of medical reports to the RTW Coordinators. The participating departments agree to limit the distribution of medical reports to those employees specified to administer their workers' compensation claims. The departments agree to refrain from further disclosure, including disclosure within the agency.

Please ensure the confidentiality of the medical reports received.

The recipient will receive an e-mail notification and simply open the attachment to view the secure message (internet connection required). State Fund has provided a Help Link [SCIF SEIPP HELP](#) that provides additional information about opening secure e-mails. This link is also provided in every secure e-mail sent.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division