**SHA Email Implementation**

In an effort to keep Saskatchewan Health Authority’s confidential information secure, **practitioners and residents are required to use Saskatchewan Health Authority (SHA) email accounts** when transmitting messages containing Personal Health Information (PHI) for research or clinical purposes, as outlined in the [Health Information Protection Act](https://documentfinder.saskhealthauthority.ca/en/viewer?file=%2fmedia%2fPolicies%2fSHA%2fSHA%20Privacy%20and%20Confidentiality.pdf#search=hipa&phrase=false&pagemode=bookmarks).

This requirement includes:

* Not using other email accounts to transmit messages containing PHI for research or clinical purposes
* Not forwarding SHR emails to non-SHR email accounts
* Following strict guidelines when sending PHI via email.

**All practitioners and residents have been set up with an SHA email account** that corresponds directly to your SHA username. Your username is the name you use to login to the SHA network and for use of various SHA resources and applications. If you are uncertain of your username, you can obtain it by calling the **Help Desk at 306-655-8200**.

Saskatchewan Health Authority standards for acceptable email use are provided in the following policies. All users are responsible for knowing and adhering to these standards, so please take a moment to review them.

* [Acceptable Use of Information Technology (IT) Assets](https://documentfinder.saskhealthauthority.ca/en/viewer?file=%2fmedia%2fPolicies%2fSHA%2fSHA%20Acceptable%20Use%20of%20Information%20Technology%20(IT)%20Assets.pdf#search=emailing%20personal%20information&phrase=false&pagemode=bookmarks)
	+ Email Acceptable Use / [Emailing Personal Health Information](https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-25-005.pdf)
* [Security of Mobile Devices and Removable Media](https://documentfinder.saskhealthauthority.ca/en/viewer?file=%2fmedia%2fPolicies%2fSHR%2fSHR%20Security%20of%20Mobile%20Devices%20and%20Removable%20Media%207311-25-007.pdf#search=Security%20of%20Mobile%20Devices%20and%20Removable%20Media%20%5bPolicy%5d&phrase=false&pagemode=bookmarks)
* [Wireless Access](https://documentfinder.saskhealthauthority.ca/en/viewer?file=%2fmedia%2fPolicies%2fSHR%2fSHR%20Wireless%20Access%207311-25-011.pdf#search=wireless%20access&phrase=false&pagemode=bookmarks)

**Contact**

Help Desk
306-655-8200

**Can I forward my personal email to my SHA email account?**

Yes! All email services support forwarding to another email address. Each email provider is different, so login to your personal email account to find out how to forward this address to your SHA email account.

**Remember:** Clinical information should never be forwarded or sent to an external email service in order to protect and keep private the health information of patients.