



YORK DIAGNOSTIC IMAGING

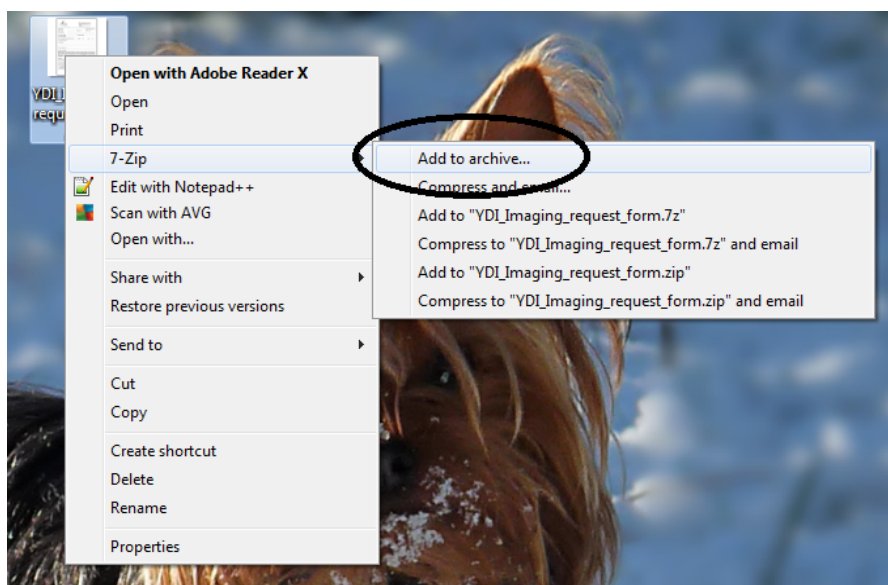
Sending a referral via E-mail

Sending patient sensitive (clinical) information via email is not considered to be safe and secure unless both the sender and the recipient are on the same private network. All other email routes are considered to be insecure. However, it is considered acceptable to send such information as an encrypted attachment providing a suitable encryption standard is employed. The current accepted standard in clinical use for this is AES256. Fortunately this is relatively simple and the instructions below explain how to do it using a freeware programme (7.Zip).

First you will need to download and install 7-Zip. 7-Zip is freeware and is available for download from <http://www.7-zip.org/>. It is easy to use and offers AES256 encryption by default.

Having completed and signed the referral form scan it into your computer (or photograph it and placed the image on your computer) click on the file with your right mouse button.

In the menu presented should be 7-Zip and in the 7-Zip submenu select **Add to archive**



7-Zip will present the screen shown below with some default settings :

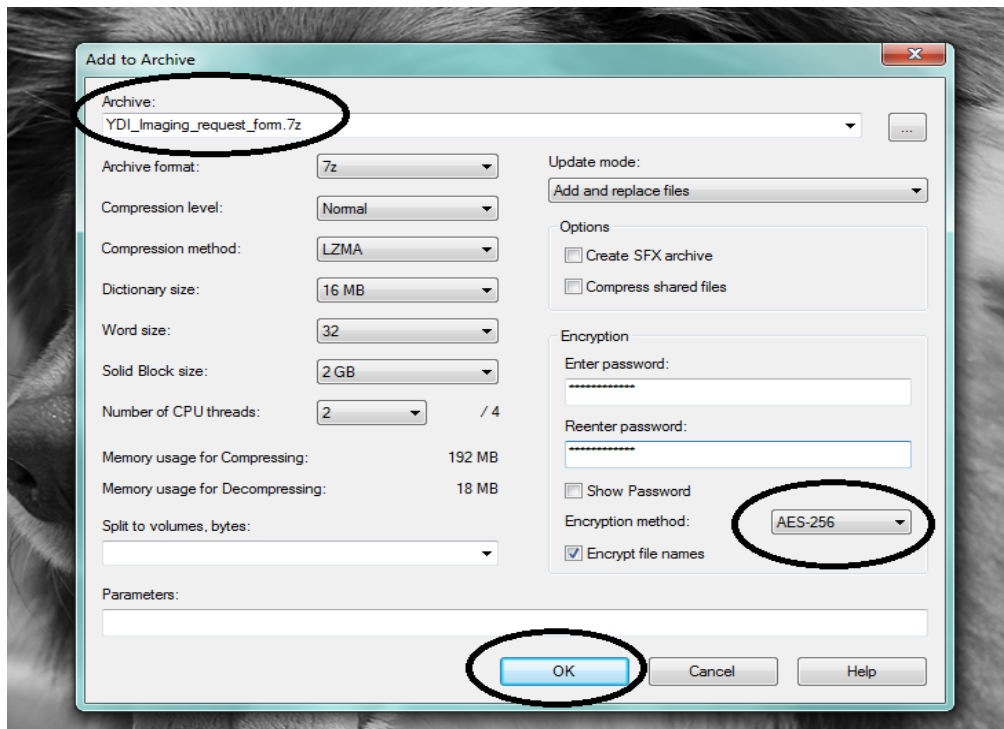
The archive name will default to the name of the file you selected with the extension .zip.

By default you will be offered AES256 encryption.

Enter a password and then re-enter the password in the boxes provided.

Click on OK

7-zip will create the .zip archive for you.



Email the .zip archive to us at reception@yorkmri.co.uk.

Call us on 01904 435346 to advise us of the password so we can open the .zip archive.

If you wish, we can establish a default password for your practice which you can use for all your referrals to eliminate the need to call us each time.