TelNet Digital Fax Plus HIPAA Compliance Settings

To ensure HIPAA compliance and enhanced security, your account will need to use the web portal exclusively (completely avoid email functions, such as notifications and attachments). To do this, perform the following steps:

1. Log in to https://www.telnetfax.com/.

2. Navigate to Accounts in the left navigation.

3. Locate the account you would like to make HIPAA compliant.

    a. Click the vertical ellipse and select Settings.

4. Click Notifications in the horizontal toolbar in the Subaccount Settings screen.

5. Slide the selector to Off for Include Copy of Sent Fax and Include Copy of Received Fax.

OUTBOUND EMAIL NOTIFICATIONS

FAX STATUS

All ⌄

Off Include Copy of Sent Fax

INBOUND EMAIL NOTIFICATIONS

FAX STATUS

All ⌄

Off Include Copy of Received Fax

6. Click Save at the bottom left.

7. Click Fax in the horizontal toolbar in the Subaccount Settings screen.

| 👤 Main | 🔔 Notifications | 🖶 Fax | 🔒 Permissions | 🔒 Limits | 🗑 |

8. Slide the selector to Off for Email to Fax and Allow Fax Attachment in email notifications.

TELNET

FAX SETTINGS

FAX CALLER ID

2485551234

CSID

Company A

[Off] Email To Fax

[Off] Allow Fax Attachment in email notifications

9. Click Save at the bottom left.
10. Close the Subaccount Settings box.

These are one-time settings that can be made for an entire account by a service provider or customer system administrator, so that all fax numbers are HIPAA compliant.