

Good afternoon,

We have recently received questions from districts regarding electronic record submissions for MCSM quality monitoring. Included below is a list of all acceptable methods for secure record submission for MCSM record requests. The Agency recommends speaking to your district IT team to see what options are available before sending records; many districts have their own secure file transfer protocols (SFTP or “FTP sites”) that are safe for sending medical records. Please note, this information does not apply to SDAC RMS submissions.

Options for electronic record submissions:

- School district encryption software, as directed by the district IT team (SFTP).
- Password-protect each individual PDF record and send the password in a separate email.
- Combine all records in a password-protected zip file and send the password in a separate email.
- Respond directly to the original, encrypted email requesting the records (reach out to the MCSM Quality Monitor, Leila Jett, for a copy of the original, encrypted email, if necessary). The title of the original email is always: “ENCRYPT: Medicaid Certified School Match - Records Request”
- OneDrive/Microsoft 365 encryption.

Please note that due to HIPAA concerns we cannot accept:

- Unencrypted or otherwise unprotected medical records.
- Records via Google Drive or other services that do not support end-to-end encryption.

If you have questions or need assistance regarding MCSM record submissions, please contact me via email at: Leila.Jett@ahca.myflorida.com

Thank you,

Leila Jett

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