File Transmission Utilizing Encrypted Box.com

Why we use Box.com. fpamed partners with Box.com to make case collaboration easier, more accessible, and secure. Any file uploaded or downloaded to or from Box is encrypted utilizing TLS and AES, and Box is known for having the strongest encryption cipher suite available.

Box is compliant HIPAA, HITECH, and the final HIPAA Omnibus ruling. Box offers HIPAA Business Associate Agreements (BAA) to safeguard protected information for HIPAA covered entities. Box is one of the few cloud-based application providers that can do this. Because security and compliance with HIPAA and HITECH regulations are so important to fpamed, we sought out the best service available to protect sensitive and confidential case information, while making it easy for our clients to transmit documents for review.

Please note that this is NOT Dropbox. Dropbox is a completely different application that is not secure and not compliant with HIPAA. It keeps metadata and does not use audit controls, which renders it insecure. Dropbox is never utilized by fpamed.

How to get collaborated to upload files to fpamed. Once fpamed has been retained in a case, a member of fpamed will "collaborate" attorneys and their staff on the case "Upload Folder." Please advise fpamed as to the email of any individual who is designated to transmit documents. Any individual(s) will receive a collaboration notice stating they have been "added to a collaborated folder on Box." Once they click on the link and create a log in account, they can begin uploading.

Types of file formats that can be uploaded to fpamed for review. fpamed prefers all files to be electronic and in Adobe .pdf format, unless they are deposition transcripts.

We utilize LexisNexis TextMap for reviewing, annotating and tagging deposition transcripts. In order to import transcripts into this program, they must be transmitted in one of the following formats:

- .ascii or .txt (text file),
- .xmef (TextMap evidence format),
- .ptf (portable transcript file),
- .pcf (portable case file),
- .mdb (Sanction MDB file), or
- .evp (Esquire EVP file).

These formats must come from the Court Reporter. Any conversions from .pdf files do not have the proper formatting, and they will not import into the program. All e-transcripts received from the Court Reporter will be in the .ptf format, which work well.

Should your exhibits be attached to a transcript in .pdf format, we would like the .pdf bundle, as well as the transcript in one of the above formats.

How to upload files. Anyone collaborated on the Upload Folder can use two different methods for transmitting documents: Drag and Drop (only supported in Chrome) or the Box File Browser.

First, ensure that you are "in" the Upload Folder. Click on the folder to get into it. (If you upload any documents outside of this folder, we cannot see your uploads.)

To upload via **Drag and Drop** in the Chrome Internet browser:

- Click on a single file, multiple files, or an entire folder from your desktop and drag it into Box.com. There will be a box on the left side of the screen where you drop the files.
- Release the file(s) or folder, and you will see the file uploading and encrypting during upload.

To upload via the **File Browser** in Box:

- Click the blue **Upload** button. A drop down menu will appear.
- If you are uploading a folder of documents, click **Upload Folders**. If you are uploading single or multiple files, click **Upload Files**.
- Locate the files you wish to upload. To select multiple files, hold down the **Command** (Mac) or **Control** (Windows) key while selecting files. Folders can only be uploaded one folder at a time.

Advise fpamed of the upload. Box does not send us any type of upload notification, so it is best if we are advised of any new uploads via email.

Still have Box questions? Please feel free to contact our paralegal, Tara, should you have questions. She can be reached on her cell phone at (307) 277-0435. Tara is happy to answer all of your Box questions, and help you with phone support.