HCA Healthcare email signature guidelines

Our standard email signature provides contact information and identifies the sender as a member of the HCA Healthcare team. By using a standard signature, we reinforce brand consistency, promote professionalism and uphold best practices for email size and layout.

Please make sure your Outlook email properties also reflect correct contact and reporting structure information.

Create your HCA Healthcare auto signature for new email messages

Follow the steps below to setup your HCA Healthcare email signature that will display in new emails. Any changes or additions to this format (such as quotes, social icons, backgrounds etc.) are discouraged. For more information, use Outlook online help.

1. In Microsoft Outlook, click the File tab and click **Options**.
2. From the Options dialog box, click **Mail**.
3. Click **Signatures**.
4. With e-mail Signature tab selected click **New**.
5. Enter **New Message Signature** as the name for the new signature and click **OK**.
6. Copy the sample email signature below.

First Last
Job Title
Department Name

HCA Healthcare
1 Park Plaza, Nashville, TN 37203
P XXX.XXX.XXXX | M XXX.XXX.XXXX

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If you work in a division office please use the template below.

First Last
Job Title
Department Name

HCA Healthcare | Division Name
Street Address, City, State, Zip
P XXX.XXX.XXXX | M XXX.XXX.XXXX

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7. In the signature area, right-click and choose **Paste > Keep Source Formatting.**
8. Edit the contact information and reporting structure specifics then click **OK**.

- Under your name, enter your title and the name of the department you work in (this may be the name of your SVP's organization, or a smaller team within that organization—supervisors can make this decision for the teams they manage).
- If you have a company owned device, please do enter your mobile phone number. Otherwise, including your mobile number is optional.
- Note: Senior officers should **NOT** include their building number, floor or exact desk location in their email signature.

9. Click **OK** on all open dialog boxes to save your new signature.

Create an HCA Healthcare auto signature for replies/forwards

An email best practice is to use a shortened email signature when you reply to or forward an email, which optimizes email viewing on mobile devices because it reduces the content sent.

1. Upon completion of your New Message Signature, click **New**.

2. Enter **Reply Signature** as the name for the Replies/Forwards signature and click **OK**.

3. Copy the sample reply email signature below.

First Last
P XXX.XXX.XXXX | M XXX.XXX.XXXX

4. In the signature area, right-click and choose **Paste > Keep Source Formatting**.

5. Edit the fields to include your phone numbers then click **OK**.

6. Click **OK** on all open dialog boxes to save your new signature.

Set default HCA Healthcare auto signatures for new messages and replies/forwards

To have the correct HCA Healthcare email signature appear automatically when you begin a new message or reply/forward a message, set them up as your default auto signatures.

1. In Microsoft Outlook, click the File tab and click **Options**.

2. From the Options dialog box, click **Mail**.

3. Click **Signature**.

4. In the Choose Default Signature area, indicate your **New Message Signature** in the New Messages field and **Reply Signature** in the Replies/Forwards field.

5. Click OK on all open dialog boxes to save your new signatures.

Confidentiality statements and disclaimers

Email signatures should not include any confidentiality statements. If an email attachment (e.g., a presentation or report) contains sensitive business information used to make a strategic business decision, that document needs the confidentiality statement, but the email itself does not. Refer guidance document IP.GEN.003.