**PURPOSE**

To ensure that any medium containing Protected Health Information (“PHI”) is properly destroyed.

**POLICY**

PHI stored in paper, electronic, or other format will be destroyed utilizing an acceptable method of destruction after the appropriate retention period has been met.

Access to PHI stored on computer equipment and media will be limited by taking the appropriate measures to destroy electronically stored PHI.

**PROCEDURE**

1. In the absence of investigation, litigation, or legal hold, records that have satisfied their legal, fiscal, administrative, and archival retention requirements may be destroyed/disposed of by an appropriate method as described below. Records containing PHI that are scheduled for destruction or disposal must be secured against unauthorized access until such destruction or disposal is complete.
2. [COVERED ENTITY] will make and permanently maintain a record (“Destruction Log”) of all destruction or disposal of ***original*** patient medical records or other original documents containing PHI. The Destruction Log shall include:
   1. Date of destruction or disposal;
   2. Method of destruction or disposal;
   3. Description of the records that were destroyed or disposed of;
   4. Names and signatures of the individual(s) supervising and witnessing the destruction or disposal; and
   5. A statement that the records containing PHI were destroyed or disposed of in the usual course of business.
3. If [COVERED ENTITY] uses an outside vendor to destroy or dispose of the records, it must enter into a contract with the outside vendor and such contract must:
   1. Identify the method of destruction or disposal
   2. Specify how long the records will be maintained by the vendor before the vendor destroys or disposes of the records.
   3. Establish safeguards against unauthorized access of the records.
   4. Provide proof of destruction or disposal.
4. Acceptable Methods of Destruction or Disposal. Records must be destroyed or disposed of in a manner that leaves no possibility for reconstruction, in the case of paper records, or in a manner that destroys the data permanently and irreversibly, in the case of electronic records.

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| **Medium** | **Method of Destruction or Disposal** |
| Paper Records | * Burning * Shredding * Pulping * Pulverizing |
| Computerized Data | * Clearing: Using software or hardware products to overwrite media with non-sensitive data * Purging: Degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains * Destroying: Disintegration, pulverization, melting, incinerating, or shredding |
| Compact Disks (CDs) and Diskettes | * Cutting into pieces * Pulverizing |
| Microfilm/  Microfiche | * Recycling * Pulverizing |
| Videotapes | * Recycling (tape over) * Pulverizing |

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| **CERTIFICATE OF DESTRUCTION**  The information described below was destroyed in the normal course of business pursuant to the organizational retention schedule and destruction policies and procedures. | |
| Date of Destruction: | Authorized By: |
| Description of Information Disposed Of/Destroyed: | |
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| Inclusive Dates Covered: | |
| METHOD OF DESTRUCTION:   * Burning * Overwriting * Pulping * Pulverizing * Reformatting * Shredding * Other: | |
| Records Destroyed By\*: | |
| If On Site, Witnessed By: | |
| Department Manager: | |
| *\*If records destroyed by outside firm, must confirm a contract exists* | |