

El Paso - Ambulatory Clinic Policy and Procedure

Title: GUIDELINES FOR DESTRUCTION AND DISPOSAL OF PROTECTED HEALTH INFORMATION	Policy Number: EP 5.10
Regulation Reference: Joint Commission; HIPAA	Effective Date: 07/01/2014

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC at El Paso) to maintain the confidentiality of medical record information.

Scope and Distribution:

This policy applies to all TTUHSC at El Paso ambulatory clinics.

Procedure:

1. General:
 - a. To maintain the confidentiality of medical record information, it is the policy of TTUHSC at El Paso Ambulatory Clinics that all destructions/disposal of Protected Health Information (PHI) will be done in accordance with applicable federal and state laws and the TTUHSC retention policy, HSC OP 10.09, Records Retention, or other applicable TTUHSC Policies. See also relevant TTUHSC HIPAA Policies and Privacy Manual.
 - b. Electronic PHI. See HIPAA Security Manual, HIPAA Security policies and HSC OP 63.10, Property Management. Destruction of electronic PHI requires actual destruction of the hard drive containing the electronic PHI data. Deletion of electronic PHI is insufficient.

2. Research Records Containing PHI: Research records that contain PHI obtained as part of the research project shall be retained for the period of time required by the research protocol.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center at El Paso	