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.


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.

Policy Number: EP 5.10

Original Approval Date: 07/01/2014

Version Number: 1

Revision Date:

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