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: 09/2022

Policy Statement:

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) to maintain the confidentiality of medical record information.

Scope and Distribution:

This policy applies to all TTP-EP at El Paso ambulatory clinics.

Procedure:

1. General:

   a. To maintain the confidentiality of medical record information, it is the policy of TTP-EP 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, The State of Texas Records Retention Schedule, 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 or governing contract.