Procedure for Equipment Disposal

HIPAA Security Laws require we implement policies and procedures to address the final disposition of electronic protected health information (EPHI), and/or the hardware or electronic media on which it is stored. When covered entities dispose of any electronic media that contains EPHI, they must ensure it is unusable and/or inaccessible.

If you are disposing of any hardware that may contain data, please use the Help Desk Ticket system to notify the IT department. Below is a list of items that do or can contain data:

- Computer
- Laptop
- Multi-function Copier Printer Scanner
- External Hard Drive
- Hard Drive
- Flash Drive/Thumb Drive
- CD/DVD
- Other media

Submitting a Help Desk Ticket

1. Bring up the New Ticket form Help Desk System
2. Choose category "Equipment Disposal". Equipment Disposal Information options will appear.
3. You will need to enter your Department Budget Number and select Equipment Type (see example below).

4. Select Submit Ticket button to complete the process.