

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