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Subject: HIPAA Help for Handling Property You No Longer Need
Date: Tuesday, June 13, 2017 8:59:12 AM

Out with the Old, In with the.... Hey! Wait!! Don't Move That Furniture and Equipment Yet!

Getting rid of furniture and equipment that you no longer need is sometimes necessary. To ensure you comply with state law and HIPAA, take these steps before you have furniture or equipment that stores PHI removed. (Equipment that stores PHI can include computers, copiers, fax machines, medical equipment, laptops, and cameras.)

University-Owned Property

-Transferring to Another OU Department:

- A. Furniture – Go through all drawers and ensure all documents have been removed.
- B. Equipment that Stores PHI – Permanently delete all PHI from the hard drives unless the receiving department is authorized to have all of the PHI stored on the equipment. (Contact your IT representative or Tier 1 for assistance with permanent deletion options.) Complete the appropriate paperwork to show the removal from your inventory of equipment that stores PHI.

-Sending to Surplus Property:

- A. Furniture - Go through all drawers and ensure all documents have been removed.
- B. Equipment that Stores PHI – Permanently delete all PHI from the hard drives. (Contact your IT representative or Tier 1 for assistance with permanent deletion options.) Complete the appropriate paperwork to show the removal from your inventory of equipment that stores PHI.

Leased Property

If the furniture or equipment is leased from a vendor, before returning it to the Vendor:

- A. Furniture - Go through all drawers and ensure all documents have been removed.
- B. Equipment that Stores PHI – Contact Purchasing - if you contracted with the vendor through Purchasing, the contract likely requires the vendor to destroy the hard drive. If not, contact your IT representative or Tier 1 for assistance with permanent deletion options. Complete the appropriate paperwork to show the removal from your inventory of equipment that stores PHI.

Thank you for your assistance in ensuring our patients' and participants' PHI is protected. If you have questions about this or any other HIPAA issue, please contact me, Mary Milano,

Valerie Golden, or Marty Walton. OU Physicians employees may also contact Sally Duckett (OKC) or Michelle Goins (Tulsa).

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