

**TITLE:           DISPOSAL OF PROTECTED HEALTH INFORMATION**

**POLICY & PURPOSE:**

To assure confidential information including patient and research information is disposed of in an appropriate manner.

**PROCEDURE:**

Columbia University Medical Center has established a business agreement with a vendor to shred confidential patient and research information.

1. All staff must assure that paper containing confidential patient information or research information is disposed of in an appropriate designated container.
2. Containers must be secured / locked to prevent unauthorized access.
3. The containers are located throughout the campus and at physician practice locations. The containers are intended to dispose of information that must be shredded, not just thrown in the wastebasket.
4. The vendor comes to these areas to replace any full containers with empty containers.
5. The containers are taken to a truck outside the building(s) where the contents are cross-shredded.
6. If a container is needed in your area, contact the Procurement office to establish an agreement with the vendor or if the container in your area is full, please contact the vendor to schedule removal/replacement
7. For procedures related to secure disposal of all related electronic media and/or devices, please see link below to Information Security Policy.

<https://secure.cumc.columbia.edu/cumcit/secure/security/>

**REVIEWED / REVISION DATES:**

Issued:           September 2002

Revised:         September 2008