

URI HIPAA SECURITY POLICY – IMPLEMENTATION SPECIFICATION #13B

Title:	MEDIA RE-USE	Purpose & Background	See Memo Entitled "HIPAA at URI: Introduction to HIPAA and an Overview of HIPAA Implementation at URI" available online at the URI HIPAA webstie
Originator (Responsible Department/ Unit):	URI HIPAA Compliance Oversight Committee	Effective Date:	05/22/2018
Applies to:	All URI Departments and Units Designated as HIPAA "Covered Components" and "Business Associate Components"	Revised Date(s):	

Purpose:

This implementation specification reflects URI's commitment to erase all EPHI from electronic media associated with a healthcare computing system before its re-use.

Specification:

All EPHI on URI's electronic media associated with a healthcare computing system must be removed before the media are re-used. Failure to remove EPHI could result in it being revealed to unauthorized persons.

Procedure:

1. All EPHI on healthcare computing systems and their associated electronic media must be removed before the systems and media can be re-used. Healthcare computing systems and electronic media to which this policy applies include, but are not limited to: computers (desktops, laptops, PDAs, tablets, etc.), floppy disks, backup tapes, CD\DVD-ROMs, zip drives, portable hard drives, and flash memory devices. To dispose of a healthcare computing system or electronic medium containing EPHI, the data must be completely removed with data sanitization tool(s) that erase or overwrite media in a manner that prevents the data from being recovered. "Deleting" typically does not destroy data and may enable unauthorized persons to recover EPHI from the media.
2. EPHI on healthcare computing systems and their associated electronic media must be removed with data sanitization tool(s), which erase or overwrite media in a manner that prevents the data from being recovered. "Deleting" typically does not destroy data and may enable unauthorized persons to recover EPHI from the media.

HIPAA REGULATORY REFERENCE: 45 CFR 164.310(d)(2)(ii)

HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE:

"Implement procedures for removal of EPHI from electronic media before the media are made available for re-use."