

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Disposal of Electronic Files and Printed Data (HIPAA Security & Privacy)</i>	Page 1 of 1	

Policy Statement

All electronic files and printed data shall be disposed of in a manner that protects the confidentiality of the resident and Bethany Life Communities.

Policy Interpretation and Implementation

1. Electronic files and printed data will be destroyed when such information is no longer required to be retained or when the retention period has expired.
2. Printed material containing confidential or protected information shall be shredded using an outside contractor. Such information includes, but is not limited to:
 - a. Identifiable resident information (e.g., resident's name, medical record/account numbers, address, social security numbers, etc.);
 - b. Personal or employment-related information, background checks, etc; and/or;
 - c. Bethany Life Communities confidential information (e.g., financial records, cost reports, etc.).
3. Electronic files (e.g., e-mails, correspondence, etc.) may be deleted using appropriate utility programs. Diskettes/microfilm/microfiche to be destroyed must be cut into pieces.
4. Computer tapes/diskettes to be reused must be written over or reformatted to prevent recovery of data.
5. Computer hard drives to be sold or replaced must be reformatted to prevent recovery of data.
6. The HIPAA Compliance Officer, designee, or vendor(s) must schedule and oversee the destruction of all confidential materials.