Title: Guidelines for Destruction and Disposal of Protected Health Information  
Policy Number: 5.10  
Version Number: 7  
Regulation Reference: Joint Commission; HIPAA  
Effective Date: 6/2011  
Original Approval: 4/1992

POLICY STATEMENT:

It is the policy of Texas Tech University Health Sciences Center to maintain the confidentiality of medical record information.

SCOPE:

This policy applies to all TTUHSC Ambulatory clinics operated through its Schools.

PROCEDURE:

1. General:
   a. To maintain the confidentiality of medical record information, it is the policy of TTUHSC Ambulatory Clinics that all destructions/disposal of Protected Health Information (PHI) will be done in accordance with applicable federal and state laws and the TTUHSC retention policy, HSC OP 10.09, Records Retention, or other applicable TTUHCS Policies. See also relevant TTUHSC HIPAA Policies and Privacy Manual.

2. Research Records Containing PHI: Research records that contain PHI obtained as part of the research project shall be retained for the period of time required by the research protocol.

CERTIFICATION:

This policy was approved by the Council of Deans on June 2, 2011.