


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-39	1 of 2
TITLE: DISPOSAL POLICY				

PURPOSE:

The purpose is to implement policies and procedures to address the final disposition of electronic protected health information (ePHI), and/or the hardware or electronic media on which it is stored. This is a standard required under the Physical Safeguards of the HIPAA Security Rule.

SCOPE:

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit ePHI.

POLICY:

Guam Memorial Hospital Authority will ensure that the master inventory list is appropriately updated upon the disposal or survey out of computer components containing ePHI. Proper survey out forms should be used and reported in accordance with existing Hospital Fixed Assets Disposal policies and procedures.

Guam Memorial Hospital Authority will ensure that prior to disposal either the data will be securely overwritten or physically destroyed and that such steps taken will be documented.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the requirements of the Disposal Policy.

COMPLIANCE:

Failure to comply with this or any other security policy will result in disciplinary actions as per the Sanction Policy 6420-8. Legal actions also may be taken for violations of applicable regulations and laws such as HIPAA.

Disposal is a required implementation specification defined within the Device and Media Controls standard (164.310 (d)(1)) in the Physical Safeguards category of the HIPAA Security Rule.

Reviewed: 01/2006
Revised: 02/2006
Approved: EMC 2/15/06

REFERENCES:

- HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E)).