


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-40	1 of 2
TITLE: MEDIA RE-USE POLICY				

PURPOSE:

The purpose is to implement procedures for removal of electronic protected health information (ePHI) from electronic media before the media are made available for re-use. 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 the master inventory list is appropriately updated upon the re-use of media components containing ePHI.

Guam Memorial Hospital Authority will ensure that prior to re-use that the media is securely overwritten and that such action is verified and documented.

Guam Memorial Hospital Authority will ensure that the previous label on such media that is to be overwritten is removed and destroyed.

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 Media Re-use 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.

Media Re-use 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.

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)).