

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 6	Compliance Policies	- Effective
Subject 6.2	Privacy and Disclosure	- Revised
Policy 6.2.10	Printing and Copying of PHI	- Reviewed
		Compliance Office - Author

Printing and Copying of PHI

Audience

The information in this document applies to all UTMB faculty, staff, students, volunteers, and any other contractors or agents granted access to Protected Health Information (PHI).

Policy

Printed versions of PHI should not be copied indiscriminately or left unattended and open to compromise.

- Printers and copiers used for printing of PHI should be in a secure location. If the equipment is in a non-secure location, the information being printed or copied is required to be strictly monitored.
- PHI printed to a shared printer should be promptly removed.
- PHI in hardcopy format must be disposed of in accordance with [Records Retention schedules](#), and the Disposal of PHI policy.

Any media and hardcopy containing PHI must have access controls during transportation and disposal, see IHOP Policy 6.2.12, *Disposal of PHI*.
