

Section 6	Compliance Policies	- Effective
Subject 6.2	Privacy and Disclosure	- Revised
Policy 6.2.11	Storage of PHI	- Reviewed
		Compliance Office - Author

Storage 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

UTMB protects the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements. Storage of PHI shall be done in a manner that ensures that the information is secure.

Standards

All personnel must strictly observe the following standards relating to the storage of PHI:

- Outside of regular working hours, UTMB personnel must clean desks and working areas such that all PHI is properly secured, unless the immediate area can be secured from unauthorized access.
- When PHI is being released through teleconference or video feed, UTMB personnel must treat the protection of PHI in the same manner as PHI recorded on paper, thereby securing access to the teleconference or video to authorized personnel only.
- PHI stored in medical equipment (e.g. EKG, Ultrasound, Flexsig machines) must be kept secure and disposed of according to Policy 6.2.12, *Disposal of PHI*.
- When not in use, PHI must always be protected from unauthorized access. When left in an unattended room, such information must be appropriately secured.
- If PHI is to be stored on the hard disk drive or other internal components of a personal computer or PDA (Personal Digital Assistant), it must be protected by either a password or encryption. Unless encrypted, when not in use, this media must be secured from unauthorized access.
- If PHI is stored on diskettes, CD-ROM or other removable data storage media, it cannot be commingled with other electronic information.

Enforcement

All supervisors are responsible for enforcing this policy. Individuals who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination or dismissal.

UTMB HANDBOOK OF OPERATING PROCEDURES

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