Policy on:
Handling, Storage and Disposal of Materials with Patient Identifiers on Them

Maintaining patient privacy is of critical importance to the UNC Health Care System and the Department of Radiology. Herein is the UNC Radiology policy.

Storage:
Patient information should be stored in accordance with UNC School of Medicine (SOM) institutional policies, which can be found at http://www.med.unc.edu/security/hipaa/policies and with UNC Healthcare institutional policies, which can be found at http://intranet.unchcare.org/intranet/hospitaldepartments/auditcomplianceprivacy/privacy/hipaa-manual-and-policies.

The critical aspect of this policy is that private information on individuals must be sequestered from public view and from unauthorized access.

Disposal:
Paper materials containing patient information must be disposed of in locked “Shred-It” recycling containers.

CDs, x-ray films, film jackets, slides, floppy disks, videocassettes and microcassettes containing patient studies should be taken to Film Management in the hospital basement.

PLEASE NOTE: X-ray films must be REMOVED from their paper jackets because they are recycled to recover silver by-products. Film Management will NOT accept films that have not had the jackets removed.

Through the process of disposal, it is imperative that the same attention to privacy that is given to paper materials should be accorded to CDs and the other materials mentioned above. My recommendation is that faculty shred the CDs themselves or hand over the CDs to their faculty assistants for disposal. The CDs must be placed in envelopes that do not have patient identifiers on the outside prior to giving them to the faculty assistants.

Thank you for your continued attention to patient privacy,

The most updated version of the policy will appear on the UNC Radiology website