

**Weber Family Chiropractic PC**  
**Destruction of Health Information**

Policy No.: 17

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Revision Date: 10/01/2013

Approval: Dr. Scott Weber  
Title: Office Manager

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Title:

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**I. POLICY**

It is the policy of Weber Family Chiropractic PC to periodically destroy privacy-related documentation, patient medical charts and other business records which may contain HIPAA-protected health information ("PHI"). This Policy supersedes any previous policy on this subject.

**II. PURPOSE**

The purpose of this Policy is to establish guidelines for the proper destruction or other disposition of documents containing PHI.

**III. SCOPE**

This Policy applies to any and all documents of Weber Family Chiropractic PC which may contain PHI, including but not limited to, patient medical charts, patient financial files and documentation retained in accordance with Policy No. 13, the HIPAA Record Retention policy.

**IV. PROCEDURE**

1. Dr. Scott Weber shall ensure that any and all records which may contain PHI are retained in accordance with the applicable record retention policy. For information regarding Weber Family Chiropractic PC's record retention policy, see Policy Nos. 18 and 13, the *HIPAA Record Retention Policy*.
2. No later than one (1) year after expiration of the applicable record retention period, Dr. Scott Weber will pull and compile all expired records.
3. With respect to medical records, Dr. Scott Weber will devise a mechanism for providing patients with notification that their medical records are scheduled to be destroyed. Written notice may be given to the last known address of the patient. The patient will be given the option of retrieving the medical record for his/her personal files.
4. Dr. Scott Weber will destroy all records as follows:

- a. *Paper records.* Paper records will be shredded in the office using a paper shredding machine or the records may be sent to a paper shredding service for shredding. If the records are sent to an outside entity, Dr. Scott Weber will have the outside entity sign an confidentiality agreement to maintain the confidentiality of any records in the process of destruction and thereafter.
  - b. *Electronic records on CD, diskette or tape.* All information contained on a CD, diskette or tape must be erased. Alternatively, a CD, diskette or tape may be physically destroyed so as to render it unusable.
  - c. *Electronic records on computer hard drive.* All information contained on the hard drive of a computer must be erased from the hard drive using a computer program designed to ensure that all of the information has been removed from any and all computer files, including back-up or hidden files.
4. Once the records have been properly destroyed, Dr. Scott Weber may dispose of the records in a trash receptacle.
  5. Dr. Scott Weber will ensure that all staff members handling records that may contain PHI are familiar with this record destruction policy.