

## **SHC Disposal and Retention of Patient Health Information**

### **I. Policy**

The Student Health Center has the responsibility to ensure the privacy and security of its Patient Health Information. PHI and other confidential information shall be retained per SHSU and state regulations. Proper disposal methods for confidential information may include, but are not limited to shredding or burning the records and information so that it is rendered essentially unreadable, indecipherable, and otherwise cannot be reconstructed.

### **II. Procedure**

A. SHC Student Health Center PHI and other confidential information shall be retained in accordance with established SHSU, State and Federal regulations. Adult records will be kept for 7 years from the date of the last treatment and for minor patients records will be retained for 7 years after the date of the last treatment or until the patient reaches age 21, whichever date is later.

B. Electronic medical records for students who have graduated will be placed in an inactive folder in the Medcat system, 30 days after their graduation date.

C. The Student Health Center will contract with a certified document disposal company that specializes in the disposal of confidential documents and PHI.

D. Documents containing confidential and/or sensitive information (including PHI) to be shredded will be kept in a secure disposal canister in the building until pickup by the contracted document disposal company.

### **III. Reference**

1. AAAHC Chapter 6 "Clinical Records and Health Information", Standards 6.B and 6.D
2. Tex. Admin.Code 165.1(b) (2008)
3. Texas Medical Privacy Act, FERPA, HIPPA
4. <https://www.dshs.texas.gov/records/medicalrec.shtm>