

TITLE: Media Re-Use Disposal Policy

Category: Technical Support	
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Media Re-Use Disposal

Barton will implement the following procedures for removal of clinical information also referred to as electronically protected health information or EPHI from electronic media before the media are made available for re-use.

- Prior to making storage devices and removable media available for reuse, care will be taken to ensure that the device or media does not contain clinical information or EPHI.
- If the device or media contains clinical information or EPHI that is not required or needed, and is not a unique copy, a data destruction tool may be used to destroy the data on the device or media prior to reuse. A typical reformat will not be performed since it does not overwrite the data.
- If using removable media for the purpose of system backups and disaster recovery and the aforementioned removable media is stored and transported in a secured environment, the use of a data destruction tool between uses is not necessary.