

Divisions: All Divisions	Policy Number 179.10.18
Subject: STORAGE OF PROTECTED HEALTH INFORMATION (PHI)	
Approved: Executive Director	
Approved: Associate Director	
Approved: CADE BOD	
Effective Date: April 14, 2003	
Review Dates:	
Revised Dates:	

Purpose

The purpose of this policy is to provide information for management and workforce members regarding the storage of protected health information.

Policy

Saint Louis Center has a duty to protect the confidentiality and integrity of confidential medical information as required by law and professional ethics. This policy defines the guidelines and procedures that must be followed for the storage of PHI. All personnel must strictly observe the following standards relating to the storage of PHI:

1. Saint Louis Center personnel must ensure that, outside of regular working hours, all desks and working areas that contain PHI are properly secured, unless the immediate area can be secured from unauthorized access.
2. When protected health information is being released through electronic medium such as teleconference, video feed, or over the Internet, Center personnel must treat the protection of PHI in the same manner as PHI recorded on paper, securing and limiting access to the PHI to authorized personnel only.
3. PHI stored in medical equipment (e.g. EKG, Ultrasound, Flexsig machines) must be kept secure and disposed of according to Disposal of PHI policy.
4. When not in use, PHI must always be protected from unauthorized access. When left in an unattended room, such information must be appropriately secured.
5. 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 appropriately protected by password, encryption, and other necessary means of access control. Unless encrypted, when not in use, this media must be secured from unauthorized access.
6. If PHI is stored on diskettes, CD-ROM or other removable data storage media, it cannot be commingled with other electronic information.