**PHI Shredding**

**Section:** Pharmacy Operations

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM Core 4

**ACHC Standards:** DRX-2-5A

**Policy ID:** 7.25

**Approved by:**

**[PHARM Core 4 (b)]**

<insert practice name> contracts with <insert third-party vendor name> for PHI destruction. PHI storage receptacles are locked bins located throughout the facility. Smaller unlocked containers are placed in non-patient care areas. These containers are emptied into the locked container at a minimum of once a day. - Keys to the locked container are kept by the Director of Clinical Services. If paperwork is needed from a locked bin that person is the only one that can open the locked bins.

The vendor on a weekly basis replaces full locked bins with empty locked bins and transfers to their offsite destruction facility. The bins are transported in a locked, closed container truck until they reach their final destination.

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