


<b>Name of Policy:</b>		 <b>UT TOLEDO HEALTH</b>
<b>Policy Number:</b>		
<b>Department:</b>		
<b>Approving Officer:</b>		
<b>Responsible Agent:</b>		
<b>Scope:</b>		
		<b>Effective Date:</b> 08/15/2023 <b>Initial Effective Date:</b> 06/2008
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

Departmental PHI paper documents that are part of the legal medical record are scanned into Epic’s document management application by a department resource. After confirmation the scanned document is available in Epic, the original document should be placed in the departments’ secure shred bin.

**(B) Purpose of Policy**

To ensure the destruction of PHI paper documents that are part of the legal medical record are carried out in a manner that ensures that paper documents are viewable in the electronic medical record prior to destruction.

**(C) Procedure**

1. The confirmation of the scanned document availability is the responsibility of the person scanning the document
2. Paper medical records will be destroyed in secured shred bins
3. HIM maintains a destruction log of charts no longer requiring retention per policy number 3364-90-16

<b>Approved by:</b>          <div style="text-align: right;">08/15/2023</div> <i>/s/</i> <hr/> Pamela Eaton Director, Health Information Management	<b>Review/Revision Date:</b> 6/2008 6/3/2011 3/18/13 8/28/15 9/1/2018
	<b>Next Review Date:</b> 8/15/2026

**Policies Superseded by This Policy:**