East Carolina University
HIPAA Security Standards

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<th>Subject: Media Re-use</th>
<th>Coverage: ECU Health Care Components</th>
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HIPAA Security Rule Language: “Implement procedures for removal of EPHI from electronic media before the media are made available for re-use.”

Regulatory Reference: 45 CFR 164.310(d)(2)(ii)

I. PURPOSE

This standard reflects East Carolina University’s commitment to erase all EPHI from electronic media associated with a healthcare computing system before its re-use.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

All EPHI on ECU’s electronic media associated with a healthcare computing system must be removed before the media are re-used. Failure to remove EPHI could result in it being revealed to unauthorized persons.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.
V. PROCEEDURE

1. All EPHI on healthcare computing systems and their associated electronic media must be removed before the systems and media can be re-used. Healthcare computing systems and electronic media to which this policy applies include, but are not limited to: computers (desktops, laptops, PDAs, tablets, etc.), floppy disks, backup tapes, CD\DVD-ROMs, zip drives, portable hard drives, and flash memory devices.

2. EPHI on healthcare computing systems and their associated electronic media must be removed with data sanitization tool(s), which erase or overwrite media in a manner that prevents the data from being recovered. “Deleting” typically does not destroy data and may enable unauthorized persons to recover EPHI from the media.

VI. COORDINATING INSTRUCTIONS

1. All section policies and procedures will be reviewed annually. Every section policy and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.