



**The Brody School of Medicine  
Office of Prospective Health**

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Occupational Medicine  
Employee Health

Radiation Safety

Infection Control

Biological Safety

TO: All Clinical Departments

FROM: <sup>EAJ</sup> Eddie Johnson, MS  
Assistant Director  
Biological Safety/Waste Manager

RE: HIPAA Confidential Documents

DATE: June 25, 2012

This serves as a reminder that ECU confidential blue and green bins are for HIPAA (Health Insurance Portability and Accountability Act) information only. They should be kept locked at all times and contain only patient protected health information.

On numerous random inspections, ECU Biological Waste Management has encountered departments disposing items that are not HIPAA compliance. ECU is charged for the weight of all confidential documents and therefore this increases our spending.

Items NOT considered HIPAA/confidential:

- Department personnel files/information
- Student information
- Magazines/journals
- Brochures/mailings

Options for non-HIPAA waste

- Department shredding
- ECU Recycling Services
- Outside vender contract

Film, microfilm and cassette tapes can be requested for disposal by contacting 744-3867.

If you have any questions or concerns regarding HIPAA confidential please contact us at 744-2070 or ECU HIPAA Compliance Office at 744-5200 or email at [healthcareprivacy@ecu.edu](mailto:healthcareprivacy@ecu.edu)