

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**SUBJECT: Deleting scanned documents policy #13**

**Policy: All documents that contain PHI that are scanned to an employee’s email address must be deleted in a timely manner**

**Procedure:**

* All documents that contain PHI and are scanned to an email address must be stored in one central folder on the employee’s computer.
* This folder must be deleted at least once per day.
* The “deleted” folder must be deleted once per day also (aka recycle bin emptied).