

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

*SUBJECT:* **Inventory list/Protected Health Information on our machines #12**

**Policy: Ensure that all machines (computers, laptops, Ipads, Etc.) that have PHI stored on them are identified. Identify on that spreadsheet what type of PHI is stored on each machine.**

**Procedure:**

* Create spreadsheet that lists all machines that store PHI. Identify who uses the machine and where it is located.
* Identify what PHI is located on each of these machines.
* Reference Inventory list given to us by the CSD office that lists all of our department inventory items.