

# Healthcare – Knowing What to Shred is Vital

Confidential information of your patients, employees and healthcare facility must be protected. It's not just good practice. It's the law.

## What to shred:

Protecting patient privacy is critical. Here are some helpful tips to protect you and your healthcare facility.

### Healthcare Facilities

- » All PHI related forms
- » Census lists
- » Employee action notices
- » Finance forms
- » Diagnosis
- » Treatment information
- » Drug and Rx details
- » Patient Chart details
- » Pathology reports
- » Radiological outputs
- » Health Information Management forms
- » Patient files from Physicians
- » Registration documents
- » Payment confirmations
- » Insurance forms
- » Medicare/Medicaid forms
- » HIPAA documents

### Procurement

- » Corporate records
- » Supplier purchase orders
- » Supplier records and specifications

### Human Resources

- » Applications
- » Health and safety issues
- » Medical records
- » Payroll information
- » Performance appraisals
- » Training information and manuals

### Executive Level

- » Budgets
- » Correspondence
- » Legal contracts
- » Strategic reports
- » Finance forms

### Accounting and Information Technology

- » Contracts
- » Customer lists
- » Internal reports
- » Payroll statements
- » Supplier information

## When in doubt, Shred-it all

We recommend a comprehensive *Shred-it® All* Policy to ensure full security. A *Shred-it® All* Policy eliminates any confusion for your employees. They simply shred all documents, keeping your information secure.

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## Shred-it® Hard Drive and Media Destruction Service

Our CSRs pick up and register your electronic media, they are securely destroyed, and you are issued a Certificate of Destruction.

Acceptable items for hard drive and media destruction service:

- » Hard Drives (any kind of laptop, desktop, PATA, SATA and many more)
- » Backup Magnetic Tapes (any kind of DLT, mini cartridges and many more)
- » Floppy Disks (3.5 inch disks, 5.25 inch disks, and many more)
- » Zip Disks (100 MB, 250 MB, and other large disks)
- » Optical Media (CDs DVDs, Blu-ray, and HD DVD)

## Items for specialized pickup only

Please do not place the following items in the Shred-it® container:

- » Batteries
- » Sharp objects
- » Ink cartridges and toners
- » Large metal objects
- » Food, glass, cans, etc.
- » Pressurized containers
- » Syringes
- » Cardboard tubes
- » Electrical items
- » Medicine/pill bottles



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