

Toshiba America Medical Systems ePHI Removal Policy

October 23, 2015

In keeping with the widespread advancement of Information Technology (IT) within the medical imaging industry, Toshiba recognizes the importance of the protection of Patient Health Information (PHI).

PHI is any information about health status, provision of health care, or payment for health care that can be linked to a specific individual. This can be the patient's name, accession number, PatientID or any discernable information that can be linked to a specific individual.

To comply with the Health Insurance Portability and Accountability Act (HIPAA), Toshiba America Medical Systems (TAMS), acting as a Business Associate¹, has an obligation and responsibility to our customers to properly dispose any media that contains PHI in a safe manner. Media can be Hard Drives (HDD), USB, CD's, or parts that contain any PHI. If it is unknown if media contains PHI, the employee of TAMS is to assume PHI is present and follow TAMS policy for removal.

TAMS is only responsible for PHI electronically stored on Toshiba Medical Systems manufactured devices and where TAMS is directly responsible for the service, sales presentation, or de-installation of the medical device. TAMS guidelines will remove the patient data from the system although the patient study may still be recoverable with the use of Data Recovery services provided by third parties.

For some systems, TAMS will use a mirroring program to backup the system state. This backup is used in cases where a software restoration is required (software catastrophes). This backup may contain PHI. TAMS will use care to store this backup in a safe location at your facility. If it is decided to not use this quick recovery method, please communicate to your local TAMS customer engineer or use the email at the bottom of this document.

At any time, a TAMS customer can request the HDD, solid state memory device (thumb drive), CD, or any media that contain PHI to be provided to them free of charge. The customer can then assume the responsibility of disposing the media that contains PHI. This can be requested for the following:

- **Sales presentation**
When TAMS is responsible for a demo using PHI from a facility, most commonly used in Ultrasound presentations.
- **Removal of systems**
Applicable when TAMS is responsible for the removal of any installed equipment.
- **Failure of media**
If any media, most common will be a HDD failure (system drive, HDD, RDD, etc.), fails or degrades and requires replacement.

- **System Upgrade**
If media is replaced during a system upgrade.
- **Creation of USB, DVD, or CD**
If TAMS creates PHI on media such as USB, DVD, or CD (i.e., copies patient images onto a CD to be imported to PACS).
- **Mobile or temporary installation**
If TAMS is responsible for a Mobile device or has a temporary installation, most commonly during an installation of another unit at a facility.

Contact TAMS Security

Please email TAMS-Security@toshiba.com with any questions or concerns.

Reference

¹ <http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/businessassociates.html>