

## PHI / PII Process Flow - Disposal



Department needs to Dispose of Medical Equipment



Surplus Property/ Transfer Form



1

Contact Department of Supply Chain Service to update contract completion.

2

Complete Surplus Property/Transfer Form

3

Contact Clinical Engineering Department to confirm if medical equipment holds PHI/PII (see Medical Equipment PHI/PII Risk Assessment Form)

4

Department will contact the department of Surplus to arrange pick-up of the medical equipment.

5

The Clinical Engineering Department will follow the Medical Equipment PHI/PII Risk Assessment Form for sanitization of medical equipment. Once complete, the Qualified Technician will produce a certification of media sanitization, a signature on the Surplus Property/Transfer Form, and sticker the medical equipment with a "Decommissioned Equipment" sticker.

6

The Clinical Engineering Department will update the master inventory to reflect the change.