



# Department of Health Information Management **POLICY AND PROCEDURE**

POLICY NUMBER: 789

VERSION: 1

## **SUBJECT: De-identify Patient Information**

---

**PURPOSE:**

To ensure the patient identifiable information is blacked out prior to sending that information in cases of reviews or research where the identifiable information is not needed.

**PROCEDURE:**

Using black marker, mark through all identifiable information as indicated below:

1. Names
2. Street Address, City, State, County, and Zip Code
3. All elements of dates(except year) directly related to an individual including:
  - a. Birth date
  - b. Admission date
  - c. Discharge date
  - d. Date of death
4. Telephone numbers
5. Fax numbers
6. E-mail addresses
7. Social Security numbers
8. Medical record numbers
9. Health plan beneficiary numbers
10. Account numbers
11. Certificate/license numbers
12. Vehicle identifiers and serial numbers(including license plate numbers)
13. Devise identifiers and serial numbers
14. Web Universal Resource Locators (URLs)
15. Internal Protocol (IP) Address numbers
16. Biometric identifiers, including finger/voice prints

**REFERENCES:**

DHS Privacy Policy 361.19

Approved By: Sharon Nolan (MEDICAL RECORDS DIRECTOR II)	
Date: 04/15/2014	Original Date: Not Set
Reviewed: 08/21/2018	Next Review Date: 08/21/2019
Supersedes:	