

# SUNY DOWNSTATE MEDICAL CENTER

UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE

No. HIS-07

Subject: MICROCOMPUTER  
REASSIGNMENT SURPLUS

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## I. PURPOSE

The policy describes the process, which will be undertaken to ensure the confidentiality of database files when a microcomputer is upgraded/replaced and/or surplus.

## II. POLICY

It his the policy of SUNY Downstate Medical Center To establish specific step(s) which are to be followed upon the removal of microcomputers from Administrative / Clinical Operational areas and the removal of database files to ensure confidentiality.

## III. DEFINITION(s)

None

## IV. RESPONSIBILITIES

This policy applies to all department and services at the University Hospital of Brooklyn.

**V. PROCEDURES/GUIDELINES**

- Departments will contact the HIS/FIS department (or their Information Technology Support area) when they want to replace a microcomputer with a new PC
- HIS/FIS will configure the new microcomputer and transfer all database files designated on the old microcomputer to the new microcomputer.
- HIS/FIS will reformat and partition the hard drive.
- HIS/FIS will install the latest operating systems, patches, service packs, antiviral software, etc on the old microcomputer.
- HIS/FIS will remove the old microcomputer from the administrative/clinical area for reassignment and/or surplus
- To surplus the old microcomputer, HIS/FIS will notify the Property Control department and provide them with a copy of verification that the hard drive was reformatted and portioned

**VI. ATTACHMENTS**

Partitioned.

**VII. REFERENCES**

Joint Commission Standards

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
02/07	Yes	No	Michael Burns, Associate Administrator
10/09	Yes	No	Michael Burns, Associate Administrator/ Clinical Information System
4/11	Yes	No	Michael Burns, Associate Administrator/ Clinical Information System
	Yes	No	