

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
	Yes	No	
	Yes	No	