Infinity Patient Data Deletion Instructions

Introduction

The Codonics® Infinity® Medical Image Server is a medical device that stores Protected Health Information (PHI) as part of its normal operation. PHI on the device is not encrypted. Compliance with HIPAA regulations to safeguard PHI is the responsibility of the Covered Entity (e.g. hospital, clinic).

Codonics strongly recommends that any Covered Entity in possession of the Infinity device remove all PHI before it leaves the control of the Covered Entity. This includes shipment of the device for service or repair to prevent unintentional disclosure of PHI if the device is lost, stolen or tampered with during shipment. Codonics is not responsible for unintentional disclosure of PHI on devices that are outside of the facilities of Codonics. PHI on devices will be destroyed when received at Codonics.

Overview

This Technical Brief explains how patient data can be deleted from your Infinity server prior to sending the chassis (*see note below*) to Codonics.

> **NOTE:** The data storage hard drives must be removed and maintained by the Covered Entity prior to shipment to Codonics except in the case in which the server is a pre-sales evaluation unit. If a server is returned with the hard drives, the data will be permanently destroyed upon receipt at Codonics. Data back up is the responsibility of the Covered Entity prior to shipment. Please contact Codonics Technical Support for data back up options and instructions.

Deleting Patient Data

The following instructions illustrate how to delete patient data from your Infinity server.

1. Connect a keyboard, mouse and monitor to the Infinity. Optionally, the Infinity can be connected to a remote desktop session.

2. Using the Start menu, browse and select the System Shutdown option and click the Reboot button to archive the log files. Do not send any new studies to the Infinity after the rebooting process. If new studies are sent, the reboot step will need to be repeated.

3. Select each study in the Study Manager, press the Delete key on the keyboard and click Yes on the confirmation prompt.

4. Open the Start menu and select My Computer. Browse to the Infinity Smart Drive named CODONICS.

5. Open the CODONICS directory, locate the following files last_install_logs.zip and last_reboot_logs.zip and delete each.

6. Browse to the following directory c:\opt\Infinity\log and delete all of the files except hotfolder.log.

7. Browse to c:\ImpExp_link and delete the log folder within each of the three directories dc_forward, dc_server and dicom.

8. Using the Start menu, browse and select the System Shutdown option to fully power down the Infinity.

9. Pack the server for shipment following the instructions for LX/RDSS in Technical Brief 901-431-001 or for C in Technical Brief 901-389-001. The Technical Briefs may be found at www.codonics.com/support

Technical Support

If problems occur that are not covered by this Technical Brief, contact Codonics Technical Support between the hours of 8:30AM and 5:30PM EST (weekends and U.S. holidays excluded).

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