

# Help Waste Find Its Place

## Confidential Shred Bin Items: Paper with Protected Health Information (PHI)

Know Where It  
Goes!

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Items with PHI must be disposed of in a way that renders the PHI unreadable. This can include:

- Discharge instructions or after-visit summaries
- Nutrition tray papers
- Patient printout labels
- Handwritten notes with PHI

Dispose of printed/handwritten PHI in confidential bins to protect patient privacy. If PHI is affixed to an item (IV bag, bottle) peel label off & dispose in a confidential bin, or apply Identi-Hide label over PHI. If a confidential bin is full, alert your supervisor and use a different confidential bin that is not full.

Contact EH&S before you implement any process change related to this information.



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