☑ De-identification Checklist

When is this used?   Anytime an individual wishes to de-identify something contains Protected Health Information (PHI).

Why is this used?   To de-identify a document or item that contains Protected Health Information.

Under HIPAA's De-Identification Standard, health information is not individually identifiable if it does not identify an individual and if there is no reasonable basis to believe it can be used to identify an individual.

Identifiers to be Removed

☐ Names (including initials)

☐ Dates: All elements of dates (except year) for dates directly related to an individual
  - Birth date and Death Date
  - Admission and Discharge dates
  - Clinic Visit Dates
  - All ages over 89, unless aggregated into a single category of age 90 and older

☐ Addresses (All geographic subdivisions smaller than a state)
  - Street address
  - City
  - County
  - Zip code (May use first three digits of a ZIP Code if the geographic unit formed by combining all ZIP Codes with the same three initial digits contains more than 20,000 people. The initial three digits of a ZIP Code for all such geographic units containing 20,000 or fewer people are changed to 000.)

☐ Telephone numbers.

☐ Fax numbers.

☐ E-mail addresses.

☐ Social Security numbers.

☐ Medical record numbers.

☐ Account numbers.

☐ Health plan beneficiary numbers.

☐ Certificate/license numbers.

☐ Vehicle identifiers and serial numbers, including license plate numbers.

☐ Device identifiers and serial numbers.

☐ Web URLs.

☐ Internet protocol (IP) address.

☐ Biometric identifiers, including fingerprints and voiceprints.

☐ Full-face and other identifiable photographic images and any comparable images

☐ Any other unique identifying number, characteristic, or code (unless otherwise permitted by the Privacy Rule for re-identification) that could lead to the identification of the individual.

  - For example: Clinical trial record number, barcode, revealing occupation, unique condition or publicized clinical event.