



### **De-identification of Protected Medical Information and Limited Data Sets**

The following 18 identifiers of the patient, or of relatives, employers or household members of the patient must be removed from records when used for CQI purposes:

- Names
- All geographic subdivisions smaller than a State, including street address, city, county, precinct, and zip code
- All elements of dates (except year) directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89, including dates (with years) of such age. Age can be aggregated into a single category of age 90 or older
- Telephone numbers
- Fax numbers
- Electronic mail addresses
- Social Security number
- Medical record number
- Health plan beneficiary number
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voiceprints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, code, or other information that could be used alone or in combination with other information to identify an individual who is a subject of the information

In addition, handouts for use by members of the CQI committee will be labeled "Confidential Quality Review Document/Privileged Information/Not Authorized for Distribution – RCWs 70.41.200 & 43.70.510"

All copies, except original source documents, will be collected and destroyed upon resolution of the pertinent CQI process.

Effective: January 2010