



# DocuVault Shredding Solutions

On-Site | Off-Site | One-Time Purges | Open Shred Events



## Case Study: On-going Shredding (Healthcare Client)

Client	- Healthcare organization in Philadelphia area
Services	- Secure off-site shredding - HIPAA/HITECH compliant
Results	- Once-per-week pick-ups - Approximately 22 bins per week (64-gallon) - 3,200 lbs of paper per week



### Client's Problem:

The client needed a secure and effective process from a trusted service provider to discard and destroy their sensitive documents. These records often contained sensitive data such as financial, medical and personal health information about the organization, its employees and its patients. In order to be fully protected, the client needed a process to ensure the documents could be securely stored and destroyed in a complete chain-of-custody process. The client also needed the process to be compliant with industry standards, such as HIPAA.



### DocuVault's Solution:

DocuVault's team visited the client's site to provide a comprehensive assessment of the job requirements and walk through the entire process step-by-step with the client. DocuVault worked with the client to determine an optimal pick-up schedule for an on-going high volume off-site shredding service. DocuVault's analysis concluded that the client would require twenty 64-gallon security bins strategically placed throughout their site for 100% secure storage of discarded paper between pick-ups to eliminate the risk of lost or stolen records.

For each pick-up, a uniformed DocuVault employee arrives at the client's site to remove the bins full of paper and replace them with empty locked bins. The client receives a receipt from the DocuVault employee describing the details of the pick-up, including the number of bins picked up and delivered. The bins are then securely transported back to DocuVault's facility for shredding in a locked truck with GPS-tracking technology and camera systems to monitor the truck. Upon arrival, the bin quantities are verified and then weighed. The paper is then promptly shredded using our state-of-the-art industrial-strength shredder to ensure the records are completely destroyed, unrecognizable and unrecoverable with the highest industry standards. The shredded particles are then comingled and bailed with other shredded materials and prepared for recycling. The client receives an authorized Certificate of Destruction upon each project completion.



Document Storage • Shredding • Scanning • Electronic Hardware Destruction