

Virtua Patient Data Deletion Instructions

Technical Brief

Introduction

The Codonics® Virtua® Medical Disc Publisher 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 Virtua 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 Virtua publisher prior to sending the unit to Codonics.

NOTE: All data on the Virtua 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 Virtua.

1. Select the Logout button, then the Shutdown button and finally the Reboot option to archive the log files. Do not send any new studies to the Virtua after the rebooting process. If new studies are sent, the reboot step will need to be repeated.
2. Log in to Virtua as the admin user and navigate to the Utilities | Diagnostics | Advanced screen and select the Clear Database option.

3. Connect a keyboard, monitor and mouse directly to the Virtua.
4. Using the keyboard, select the Windows® key and the D key simultaneously to show the desktop and then select the Windows key and the E key simultaneously to display Windows Explorer.
5. If using Virtua XR, browse to s:\data\logs (or if using Virtua 2 or ECO browse to e:\data\logs), select all of the folders and files, press the Delete key on the keyboard and click Yes on the confirmation prompt.
6. Browse to the Virtua Smart Drive named CODONICS, click the logs folder, select the log.job.txt file, press the Delete key on the keyboard and click Yes on the confirmation prompt.
7. Browse to the Recycle Bin, right-click, click Empty Recycle Bin and click Yes on the confirmation prompt.
8. Navigate to the Virtua software by pressing the Alt key and Tab key on your keyboard and choose the Firefox® icon.
9. Using the Virtua menu, select the Logout button, then the Shutdown button and finally the Shutdown option to fully power down the Virtua.
10. Pack the Virtua for shipment in its packaging carton. Packing instructions are available from Codonics Technical 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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Get it all with just one call
800.444.1198

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