



Type of Item and Item/Serial Number (Workstation, tablet, server, copy/fax)	Primary User Owner	Disposition and Date (Indicate how ePHI was removed)	Disposed by: (verified or handled by)	Recovery Critical Yes/No

**\*Recommend a separate inventory for each physical location**

**\*Available in a PDF fillable version on TMC’s Client Portal under HIPAA forms**

**INVENTORY VERIFIED:**

Date	By Whom (print)		Date	By Whom (print)		Date	By Whom (print)

**Instructions for Completion of Inventory**

- Type of item and ID numbers** - Group like items together and list each one separately, including any personal devices which access or store ePHI. Assign some sort of inventory number on each device for identification purposes. Place the inventory number on the device as well as on the inventory sheet.
- Primary User/Owner** - The owner or responsible person is the name of the person with the primary responsibility for a system or a piece of hardware. Indicate the person with ultimate responsibility for decisions made relative to the item.
- Recovery** – Is it critical for this device/system to be available to deliver patient care. If so, the item should be marked as critical and data should be back-up and easily recoverable. Patient safety is the most important factor in determining criticality of device/system.
- Disposition and date** – When you eliminate software or hardware, record what you did with the items and how ePHI has been removed or destroyed.
- Disposed by** – The person responsible for disposal and verification that ePHI was removed.
- Inventory Verified** - Verify the inventory and the critical ratings at least annually.

Note: If inventory completed by an outside vendor, include copy of inventory along with the risk analysis documentation if possible.