

HIPAA De-identification Checklist

See also Policy [3.12 De-identifying PHI](#)

When is this used? To de-identify information that contains Protected Health Information (PHI).

Why is this used? UF staff may use or disclose health information that is de-identified without restriction under HIPAA's Privacy Rule.

Identifiers to be Removed

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| <ul style="list-style-type: none"><input type="checkbox"/> Names (including initials)<input type="checkbox"/> Dates: All elements of dates (except year) for dates directly related to an individual<ul style="list-style-type: none">○ 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<input type="checkbox"/> Addresses (All geographic subdivisions smaller than a state)<ul style="list-style-type: none">○ 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.) | <ul style="list-style-type: none"><input type="checkbox"/> Telephone numbers.<input type="checkbox"/> Fax numbers.<input type="checkbox"/> E-mail addresses.<input type="checkbox"/> Social Security numbers.<input type="checkbox"/> Medical record numbers.<input type="checkbox"/> Account numbers.<input type="checkbox"/> Health plan beneficiary numbers.<input type="checkbox"/> Certificate/license numbers.<input type="checkbox"/> Vehicle identifiers and serial numbers, including license plate numbers.<input type="checkbox"/> Device identifiers and serial numbers.<input type="checkbox"/> Web URLs.<input type="checkbox"/> Internet protocol (IP) address.<input type="checkbox"/> Biometric identifiers, including fingerprints and voiceprints.<input type="checkbox"/> Full-face and other identifiable photographic images and any comparable images |
| <ul style="list-style-type: none"><input type="checkbox"/> 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.<ul style="list-style-type: none">○ Some examples include clinical trial record number, barcode, revealing occupation, unique condition or publicized clinical event | |

Please contact the Privacy Office for help with de-identifying protected health information.