

Protect your  
company, and  
the rights of  
those you serve.

# HIPAA

HIPAA is not  
just about  
privacy –  
but security.



# 10% Off

document destruction services

Not valid with any other discount or offer.  
One-time discount for new customers, or existing  
customers placing new orders.

Must present  
coupon at the  
time of estimate.

*Goodwill*  
Believe In The  
Power Of Work.

**Does your company  
sponsor a group health  
plan, or provide health  
care services?**

As you may know, compliance with the privacy standards of **HIPAA (Health Insurance Portability & Accountability Act of 1996)** is required by federal law. Every organization in the healthcare industry is required to shred all documents containing **Protected Health Information (PHI)** prior to disposal to ensure its confidentiality. Don't risk the unintentional disclosure of private information, which can lead to stiff penalties, bad public relations and costly and time consuming lawsuits.

**Richmond Goodwill Industries, Inc.** has a solid reputation in the community as a trusted provider of confidential collection, shredding and disposal of records and files. We offer lockable containers; a pick-up service; and **certificates of destruction** once your job has been completed.

Let us show you how you can inexpensively dispose of sensitive documents through proper destruction. We can custom design a **cost-effective** program to meet the needs of your company.

**Call (804) 745-6300 today  
for a free estimate.**

**Richmond Goodwill Industries, Inc.**  
6301 Midlothian Turnpike • Richmond, VA 23225  
[www.goodwillrichmond.org](http://www.goodwillrichmond.org)

# Frequently Asked Questions About Goodwill's Document Destruction Services

## Why should we use your shredding service instead of using our own shredders?

**Money!** Using your well-trained and expensive employees to shred paper on a small inefficient shredder is a waste of time and money, plus they are noisy and create a mess. You are tying up office space, employee time, and spending funds for shredders, all things that could be more efficiently used for other more profitable and useful operations.

## How do you charge for your services?

Our services are based on the weight of the materials destroyed, not on an indefinite time basis. You know up front what your costs will be, with no hidden charges.



## How do you secure our materials?

We provide you with locked containers (large central collection bins, which hold 300-500 lbs. or smaller executive office containers which hold about 75 lbs.) to which only your records manager and our destruction personnel will have a key. We secure your materials in a locked vehicle, transport them to our secure facility, where they are weighed, transferred to a restricted access room, and then shredded.



## How do I know all of my materials have been destroyed?

We provide you with a certificate of destruction after the material has been destroyed. Witnessed destruction is also available for a nominal charge.

## Are there any restrictions to the material you will accept for destruction?

No. We can provide destruction for documents, films, tapes, cassettes, CDs, electronic media, and much more. Office shredders are not equipped to handle these materials. Our industrial shredders quickly and efficiently render these materials useless. If the material is recyclable, we will recycle it. There is a nominal charge for large amounts of non-recyclables if they must be placed in the waste stream.

## What about paper clips, staples, etc?

There is no need to remove staples, paper clips, rubberbands or other fastening devices. Our industrial equipment will destroy them as well. File folders, binders and ACCO fasteners are all acceptable.

## Why can't I just recycle my documents or put them in the trash?

Once material is in the trash or recycling stream, *it becomes public property; anyone can access the information. There is no security or chain of custody for these materials.* Recyclers frequently broker materials to other industries and even other countries. You have no way of knowing what is happening to your sensitive documents.

## How do we know when you will pick up our documents?

We can establish a fixed schedule or pick up on an as needed basis when you call. We can normally provide 24-hour pick up service.

## What should be shredded?

Anything that may include a social security number, an account number, privileged or confidential information, HIPAA sensitive information, corporate strategies or budgets, personnel records, client records, medical records, etc. **Anything that you or your customers would not want anyone and everyone to see. If in doubt, shred it!**

## Why should I use Goodwill's Document Destruction Services?

**Guaranteed Destruction, Secure Facility, Lockable Containers, No Outside Contractors, Insured Confidentiality, Convenience, Security & Cost Savings!**