



## Confidential Destruction & Reclamation Management

For over 75-years The Quinlan Companies have been providing effective, safe and secure solutions for destroying confidential documents and film for our customers.

The Quinlan Companies take pride in providing the following Confidential Destruction and Reclamation Services:

- *Confidential On-Site Disposal Containers*
- *Scheduled Pickup Services and Off-Site Destruction*
- *On-Site Destruction Management*
- *Computer Hard Drive Destruction*

Whether your records are legal or general business records, our destruction process assures that your documents have been destroyed completely and confidentially. And if your records are healthcare related we will provide the highest level of privacy required by and set forth in the HIPAA Act of 1996.



### Confidential On-Site Disposal Containers

The Quinlan Companies' locked security units are conveniently and strategically placed throughout your facility. Simply place the confidential materials into these units where they will remain secure until they are picked up for destruction by our trained staff.

#### The Executive Consoles

Item Number: QC 101

These consoles feature a locked access door, reusable storage bag, and angled drop plate sized to accept medical jackets and confidential documents. These consoles are ideal for medical, legal and business offices.

#### Wheeled Storage Units

Item Number: QC 202

These portable storage units are locked, wheeled carts with a top slot for inserting documents and films and are available in 32 and 64-gallon sizes. The carts feature hinged covers, locking system and molded handgrip for easy container management.

### Off-Site Destruction

Our destruction process is scheduled to ensure that your documents are removed from your facility by our bonded couriers, transported to our facility ensuring proper compliance with privacy laws and regulations. From our facility the documents are transported directly to the destruction facility where your documents are either shredded or chemically destroyed. Once destroyed, The Quinlan Companies will provide our clients with a Certificate of Destruction letter.

### Hard Drive Destruction Service

Do you have computers and hard drives that need to be destroyed in a safe and secure manner? Please contact us and let us share how our years of experience working with Protected Health Information (PHI) will certify our experience in the confidential destruction of health, financial and business information contained on computers and hard drives. Our recycling service will also provide the complete destruction of the computers and hard drive units.

## **Destruction Services**

Scheduled programs designed for large hospitals and medical/doctor's office complexes, X-Ray laboratories or legal and business offices. Our service includes a self-managed program of confidential destruction customized to support the entire facility. Customers can save even more by purchasing these services in volume and allow the placement of locked consoles in every office.

## **Storage Cleanout**

Whether you are purging outdated medical, legal or business documents, our shredding services are easy, convenient and are a safe way to dispose of these materials. Compare the cost of our service to the cost and time if your employees take on this project and you will be able to see how our cost effective our programs can be. We have a professionally trained staff available for your one-time or scheduled document purge.

## **Commodity Reclamation**

The Quinlan Companies purchases recycled commodity items. You have a valuable asset in your radiology films and printing presses. It is scrap medical film and aluminum litho plates. We can pick up your scrap materials, insure proper destruction and return to you a credit on your account or pay you in a check. All scrap materials are weighed at your facility on your scales or we can weigh at our facility and notify you within 24 hours of receipt at The Quinlan Companies. A certificate of destruction will be provided to your facility once destruction is completed.

## **Records Destruction Management**

Records can be removed from your Record Library by Quinlan Companies' records management associates who are trained in terminal digit systems or can be purged via a downloaded pull list. The HIPAA Act of 1996 dictates that your records should be transported and destroyed in appropriate format. Once destruction is completed the client will be provided a certified destruction letter for your records.