

Redaction - Permanently removing sensitive information in a PDF

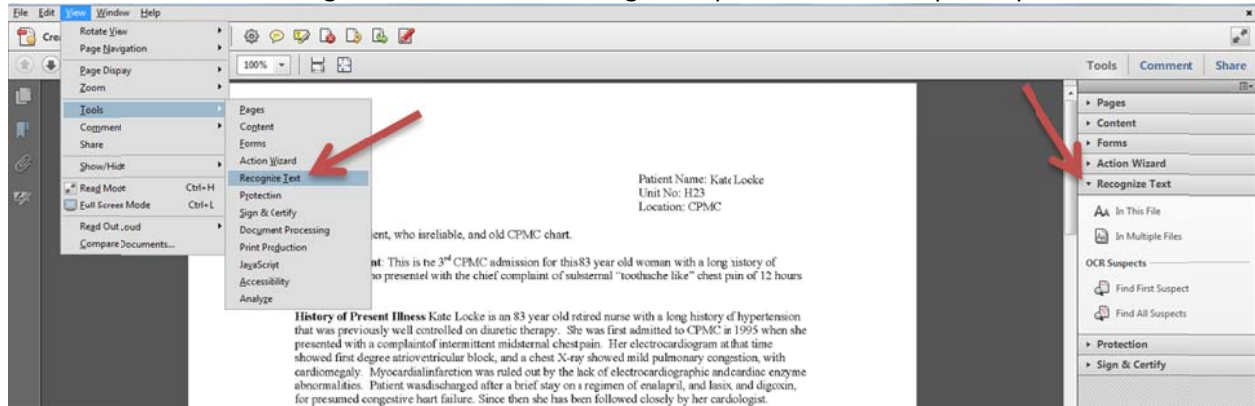
Redaction Instructions for Adobe Acrobat Version 9 & 10

Optical Character Recognition (OCR) for Scanned Documents:

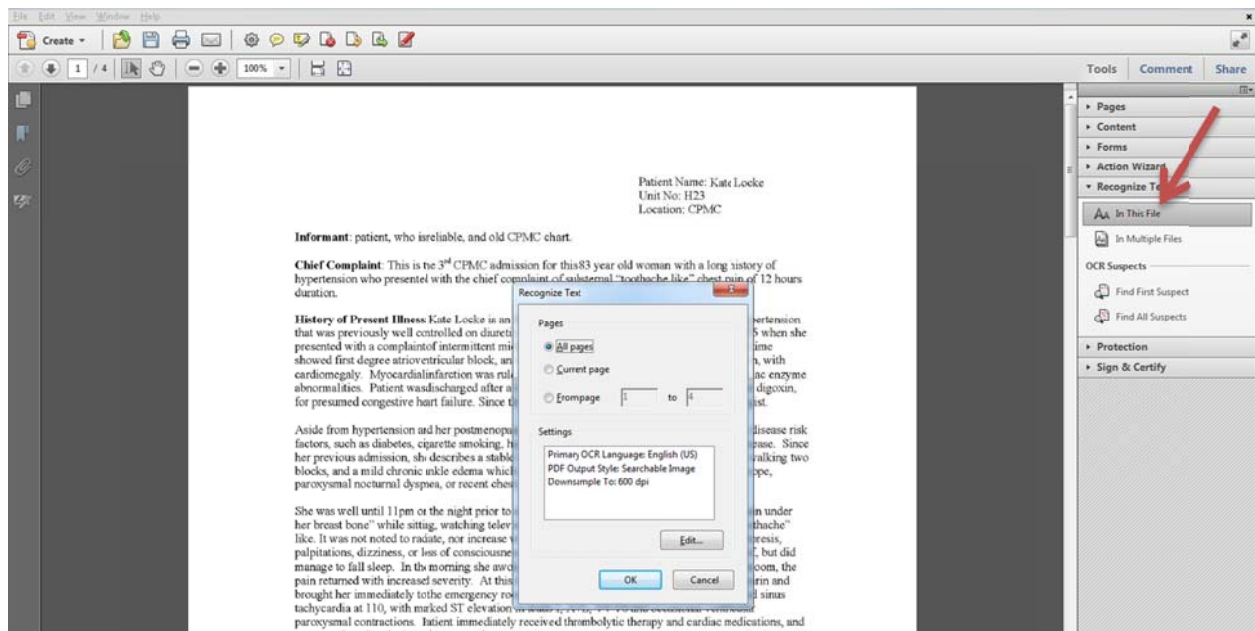
After you scanned your document apply OCR. The OCR feature will allow the scanned text to be searchable.

Apply OCR to a scanned PDF document

1. Open the PDF file.
2. Select View > Tools > Recognize Text. The Text Recognition panel in the Tools pane opens.



3. Select *In This File*. Designate the desired pages (all, current or a range of pages) and click OK. Acrobat will begin to recognize the text in the document.



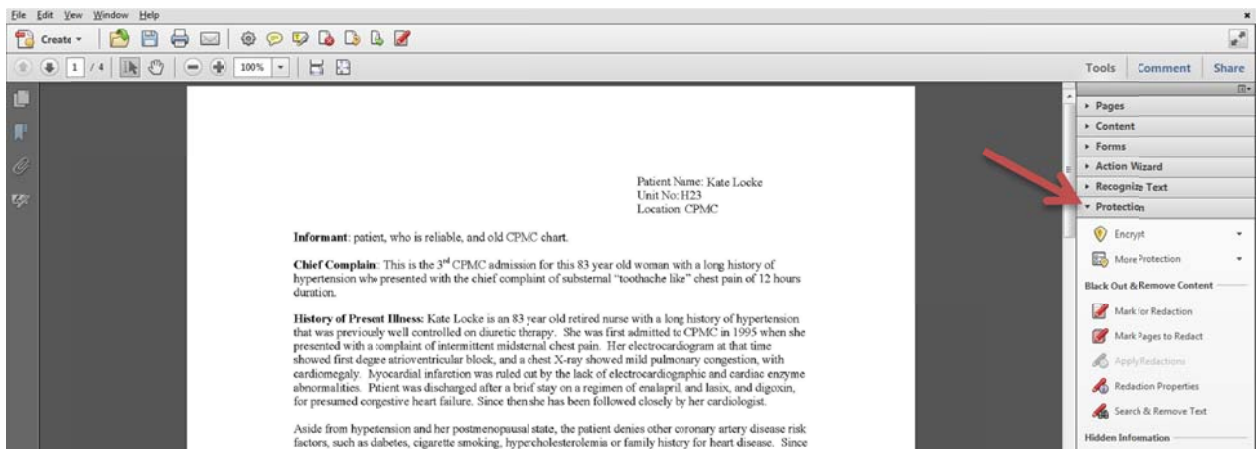
4. When the process is complete, save your newly recognized PDF.

NOTE: When trying to OCR a PDF, you may receive the message, "Acrobat could not perform recognition (OCR) on this page because: This page contains renderable text." In this case, click OK, save the PDF as a .tiff file, and then save it again as a PDF. This should remove renderable text and allow you to OCR your PDF file.

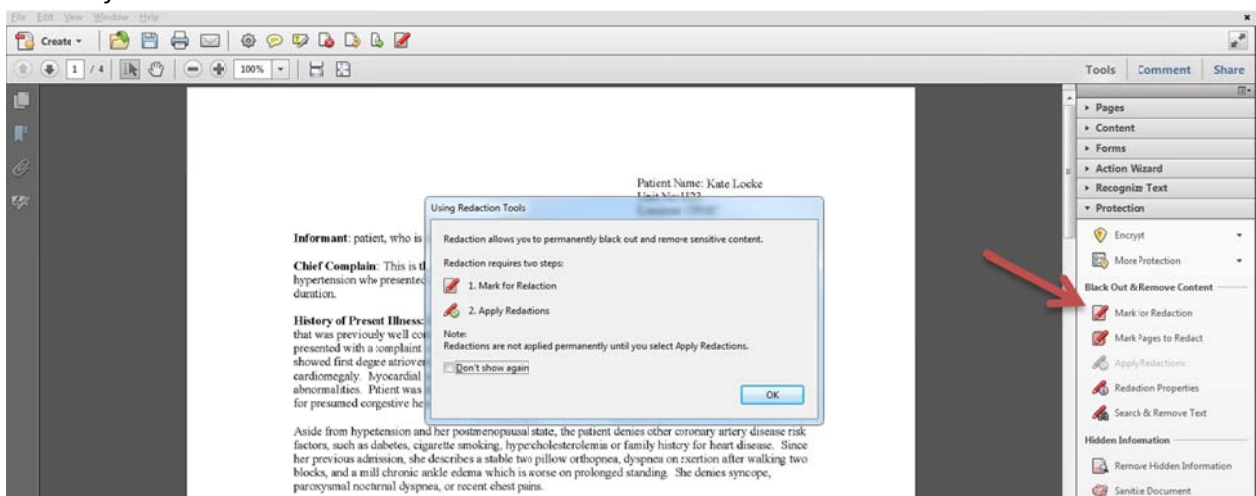
Redaction - Redaction Tools can remove logos, images or text.

Once you have applied OCR, you are ready to redact the document.

1. V.9 Choose Advanced Menu> Redaction> Show Redaction Toolbar.
V.10 Click on Protection in the toolbar.

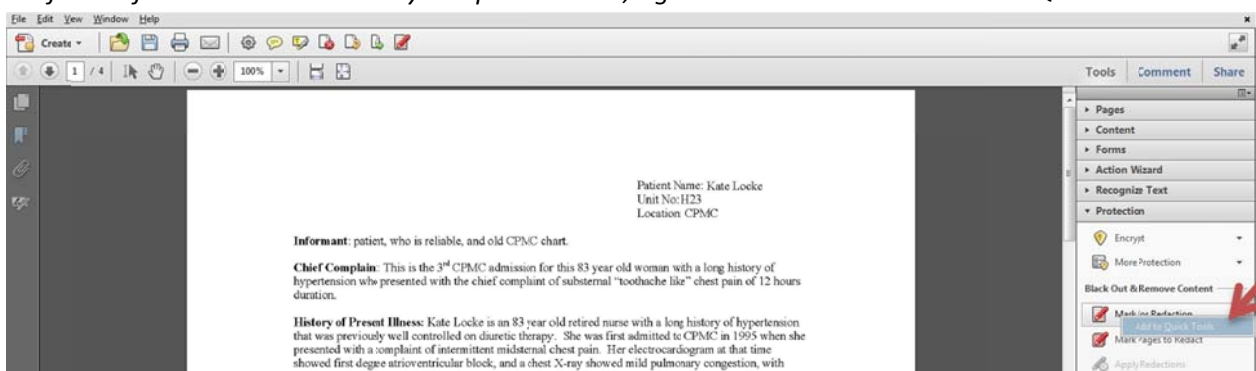


2. Select **Mark for Redaction** from the Toolbar. Click OK.

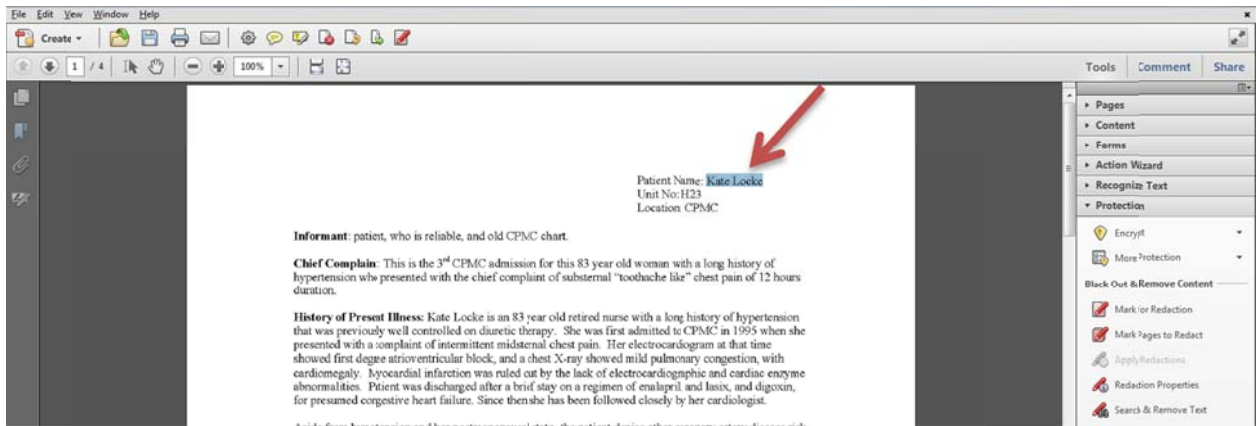


This tool provides help on how to mark and apply the changes. Once applied and saved the changes will be permanent.

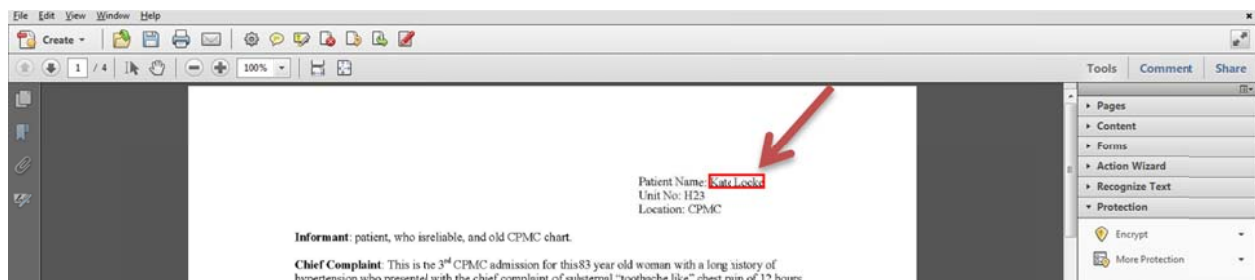
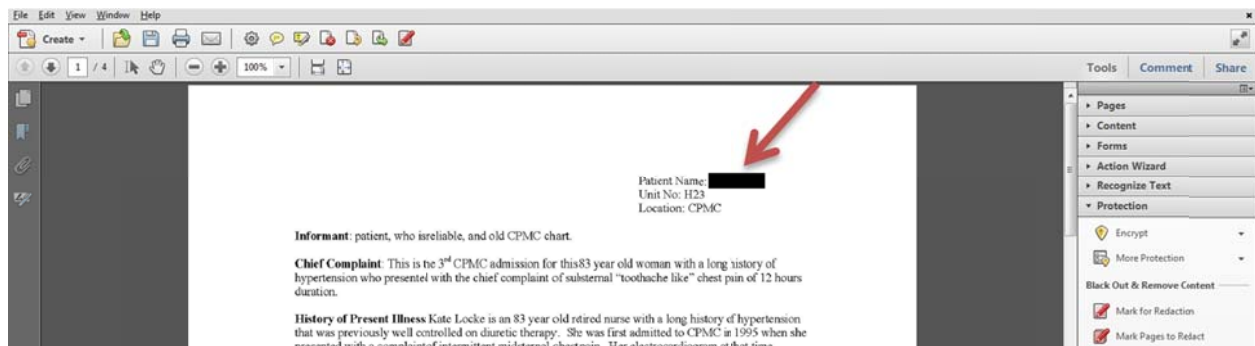
NOTE: If **Mark for Redaction** is not on your quick toolbar, right click on it and select **Add to Quick Tools**.



3. Select the logo/image/text that you want to remove by forming a shape around it.



When you move your cursor on the selected item's hotspot you will see it blackened out and the redaction is applied. When your cursor is outside the hotspot it will be outlined in red.

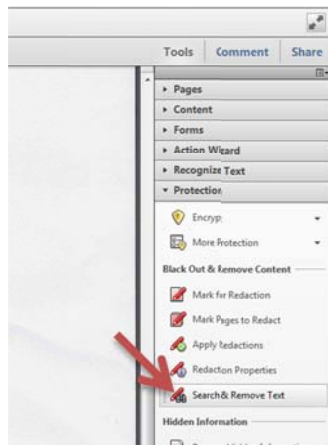


NOTE: To undo a redaction, hover over the marked item and right click. Select Delete.

Search and Redact Tool

You can search for specific terms or patterns or repeating elements and redact them all at once. Search for a single or multiple words or numbers (i.e., SS#, MRN, etc.).

1. Select Search and Remove Text. Click OK.

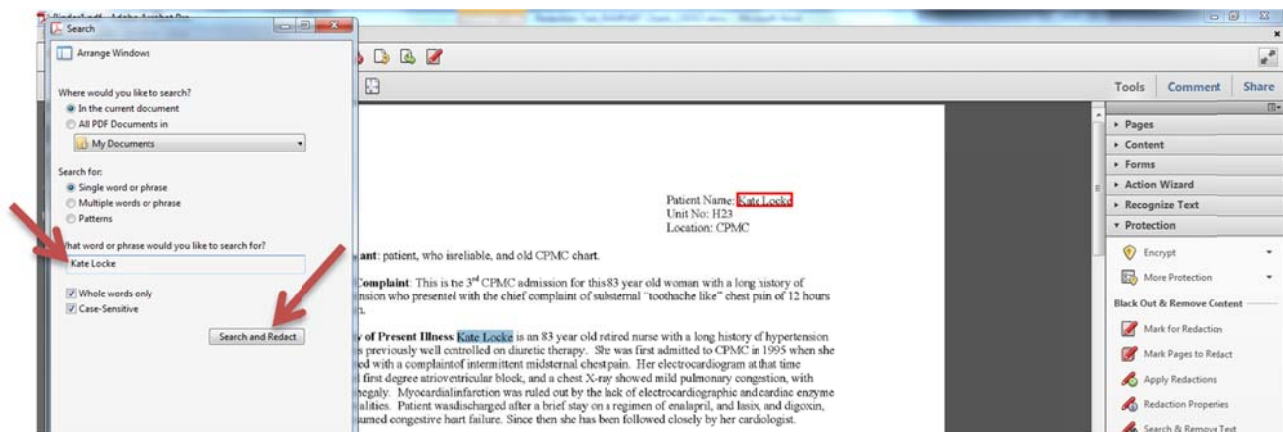


NOTE: Documents can contain images and line art that appear as text but are not searchable. These items will not be found by Search and Redact. Please review your documents carefully to ensure that all sensitive information is properly marked for redaction.

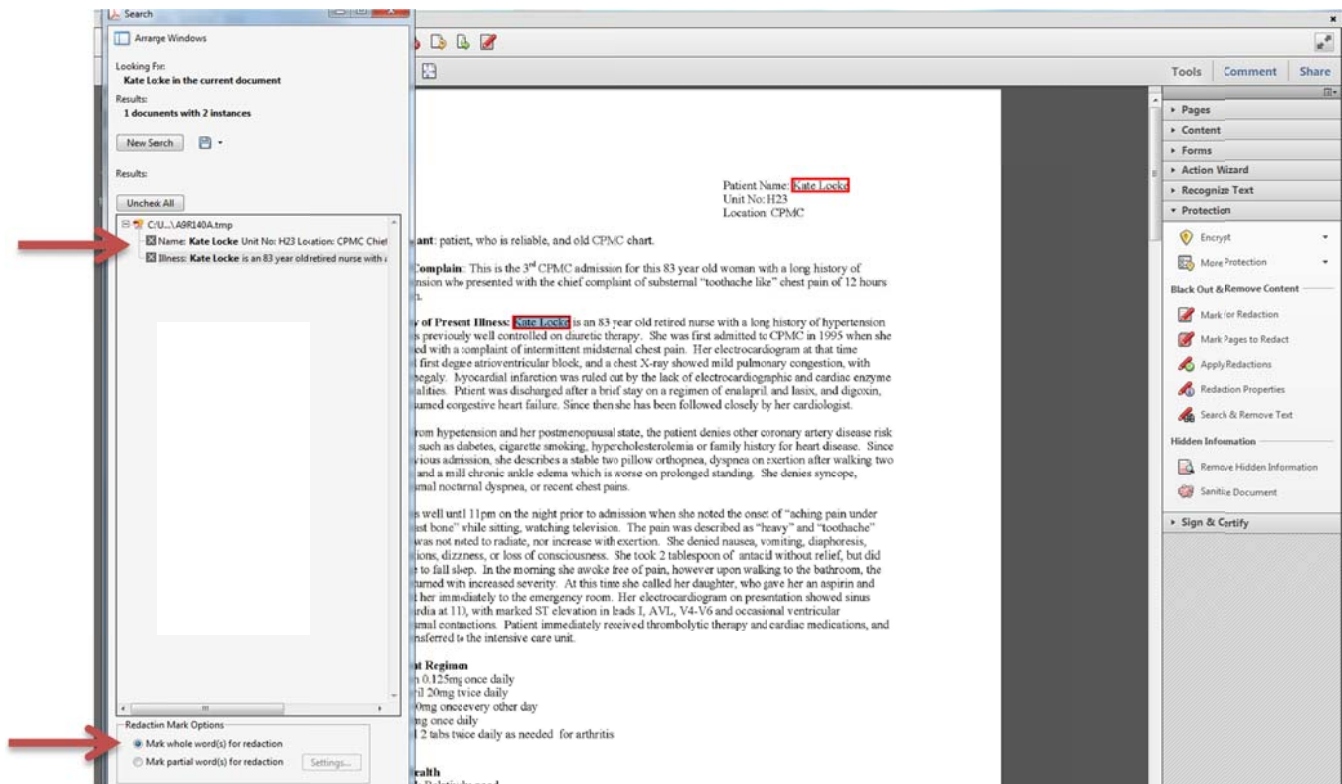
2. Choose a Single Word or Phrase or Patterns (phone numbers, CC#'s, email addresses, SS#s). This is for anything that repeats.

Adobe Acrobat 9 & 10 will allow you to import a word list you created. You can also add to the word list by typing the word(s) and click on Add. Click OK. It will go through and find those specific words.

3. Click on Search and Redact.



4. Your results will appear. Check the box next to the results that you want to redact, and then click on **Mark Checked Results for Redaction (v.10)**. (V.9: Click on **Apply Redactions**. Click Ok).



You will be reminded that these changes are permanent once saved. Do not forget to save your original copy BEFORE saving the permanently redacted document. To save your redacted document, select File and then Save As. Rename your redacted document and Click Ok. **NOTE:** To make sure your redaction efforts worked, look through your document (redacted items will be blackened). You can also click on Advanced Editing Tools to Touch Up Object which allows you to go underneath blackened layers and see that the items selected were removed.

PHI List (must be redacted):

- Names
- Device identifiers and serial numbers
- Postal address information, other than town or city, state and zip codes
- Vehicle identifiers and serial numbers, including license plate numbers
- Telephone numbers
- Web Universal Resource Locaters (URLs)
- Fax numbers, electronic mail addresses
- Internet Protocol (IP) address numbers
- Social Security numbers
- Biometric identifiers, including finger and voice prints
- Medical Record numbers
- Full face photographic images and any comparable images
- Health Plan Beneficiary numbers
- Any other unique identifying number, characteristic, or code
- Account numbers
- Bar Codes
- Certificate/license numbers