



STATION CLUB ENTERPRISE
A DIVISION OF CAROBELL, INC.

DOCUMENT AND PAPER SHREDDING SERVICES

WHY SHRED?

PRIVATE INFORMATION ISN'T LIMITED TO **BANK STATEMENTS** AND **BUSINESS CONTRACTS**. CONFIDENTIAL MATERIALS ARE PRODUCED **DAILY** IN EVERY BUSINESS, FROM MEDICAL RECORDS TO PERSONNEL DOCUMENTS.

THE GOVERNMENT CONTINUES TO DEVELOP LEGISLATION TO HELP PROTECT INDIVIDUALS AND BUSINESSES, BUT **PREVENTION IS THE BEST SOLUTION**.

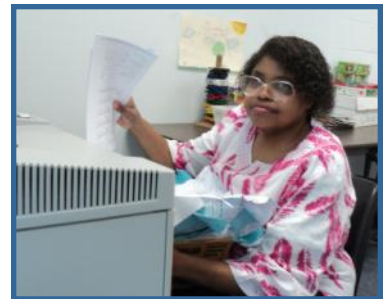
STATION CLUB ENTERPRISE SHREDDING SERVICE CAN HELP WITH YOUR EVERYDAY BUSINESS DOCUMENT DESTRUCTION NEEDS AS WELL AS DISCARDING INCIDENTAL BUSINESS RECORDS.

WHO NEEDS SHREDDING SERVICES?

ANY BUSINESS THAT HANDLES CUSTOMER, EMPLOYEE OR COMPANY INFORMATION SHOULD CONSIDER A SHREDDING SERVICE.

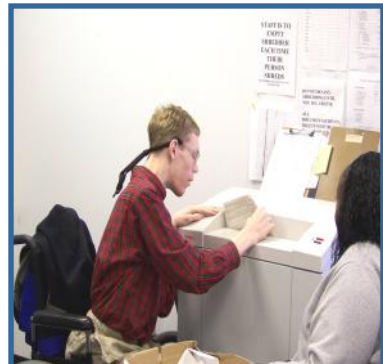
COMMON BUSINESSES AND INDUSTRIES THAT UTILIZE A SHREDDING SERVICE ARE:

- FINANCIAL INSTITUTIONS
- LEGAL FIRMS
- REAL-ESTATE AGENCIES
- HEALTHCARE INDUSTRY
- INSURANCE COMPANIES



COMMON DOCUMENTS THAT ARE SHREDDED:

- MEDICAL RECORDS
- FINANCIAL RECORDS
- PAYROLL RECORDS
- CREDIT INFORMATION
- OUTDATED BUSINESS RECORDS
- BANK INFORMATION
- COURT RECORDS
- AND MUCH MORE!



WHAT WE OFFER!

WHETHER YOUR COMPANY REQUIRES SCHEDULED, ON-GOING SHREDDING SERVICES, OR AN OCCASIONAL PURGE OF STORED DOCUMENTS, **SCE SHREDDING SERVICE** CAN OFFER AFFORDABLE SOLUTIONS TO YOUR DOCUMENT MANAGEMENT PROGRAM.

SCE SHREDDING SERVICES USES TWO INTIMUS SHREDDERS 702CC-CROSS CUT DEPARTMENTAL PAPER SHREDDER THAT CAN SHRED STAPLES, PAPER CLIPS, CDS, DVDs AND 3.5" FLOPPY DISKS.



HIPAA

CAROBELL, INC IS A HIPAA COMPLIANT ORGANIZATION AND HAS ESTABLISHED A HIPAA PLAN WHICH OUTLINES THE REQUIREMENTS FOR THE SECURITY OF IDENTIFIABLE HEALTH INFORMATION.

- ALL STAFF HAVE BEEN PROPERLY TRAINED TO PROTECT THE SECURITY OF CONFIDENTIAL INFORMATION.
- EMPLOYEES WILL SAFEGUARD AND MAINTAIN THE CONFIDENTIALITY OF INFORMATION ENTRUSTED TO THEM BY CUSTOMERS.
- IDENTIFIABLE HEALTH INFORMATION AS WELL AS OTHER CONFIDENTIAL INFORMATION WILL BE SECURED IN RECORD MANAGEMENT BOXES AND STORED IN A LOCKED ENVIRONMENT UNDER THE SUPERVISION OF THE VOCATIONAL COORDINATOR UNTIL THEY ARE SHREDDED.
- THE INDIVIDUALS WHO ATTEND THE STATION CLUB PROGRAM WILL BE COMPLETING THE DOCUMENT SHREDDING.



CALL US TODAY FOR A PRICE !

JIM KUHN, ADULT DAY PROGRAM, 919-436-4035

EMAIL: J.KUHN@CAROBELL.COM

WEBSITE: WWW.CAROBELL.ORG



CAROBELL, INC. IS A COMMUNITY SERVICE PROVIDER DEDICATED TO PROVIDING SELF-DIRECTED SUPPORTS FOR INDIVIDUALS WITH INTELLECTUAL DEVELOPMENTAL DISABILITIES, EMPOWERING THEM TO REACH THEIR FULLEST POTENTIAL

STATION CLUB ENTERPRISE

306 CHURCH STREET
MOREHEAD CITY, NC 28557
PHONE: 919-436-4033
FAX: 919-590-1581

CAROBELL, INC.

198 CINNAMON DRIVE
HUBERT, NC 28539
PHONE: 910-326-7600
FAX: 919-590-1581



carf has accredited Carobell, Inc. for
Community Integration
Community Services Coordination