

JUVENILE COURT HEALTH SERVICES

«Facility»

Subject: HEALTH RECORD – MENTAL HEALTH RECORD		Original Issue Date: 1/31/03 Supersedes: 12/31/07	Policy # E-105 Effective Date: 1/13/2013
Departments Consulted: Department of Mental Health	Approved By: (Signature on File) Medical Director (Signature on File) Medical Records Director	Approved By: (Signature on file) Health Services Administrator	

PURPOSE

To ensure that JCHS and DMH staff have access to all necessary medical and psychiatric records.

POLICY

DMH staff documents in the JCHS maintained health record on the Progress Notes, Physician's Orders, and the Problem list.

Copies of the psychiatric and psychological reports prepared by DMH staff are filed under the Mental Health tab in the JCHS-maintained health record.

PROCEDURE

Upon receipt of a request for copies of a medical record, accompanied by a written authorization for such release, Court Order, or Subpoena Duces Tecum, the JCHS Custodian of Medical Records may include copies of DMH staff notation on the Progress Notes, Physician's Orders, and on the Problem List. All reports filed under the Mental Health tab are not to be released by JCHS Medical Records. Requests for this information must be referred to DMH. DMH staff will interpret the psychiatric and psychological information to those individual with legal access.

Any request for release of Mental Health information will be referred to DMH. Mental Health reports prepared by staff other than Juvenile Justice Mental Health Services Division (Children & Youth Services Bureau) should not be under the Mental Health tab. These will be filed under the "Consultation" section.

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1406

REFERENCE

NCCHC Standard Y-H-01

JUVENILE COURT HEALTH SERVICES HIPAA POLICY

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Health Services Administrator's Initials:			

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