

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Subject: MEDICAL RECORDS CONFIDENTIALITY		Original Issue Date: 01/10/13	Procedure # 010
		Supersedes:	Effective Date: 06/11/18
Departments Consulted: Probation Nursing Dental Physician Lab Optometry JCHS Administration Pharmacy	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By: (Signature on File) David Oh, MD Medical Director	

PURPOSE

To state policy on confidentiality concerning the youth EMR (electronic medical record) and protecting the youth's right to privacy.

The EMR and its content are confidential. The physician patient relationship is unique in all communications between patient and physician, and is protected from illegal disclosure. This privilege exists and is justified both legally and ethically. The patient should feel secure in revealing information to their health care provider that allows the provider to render quality patient care.

All employees of Health Information Management are personally responsible for the protection of the EMR and youth's information.

All data pertaining to patient information including printouts from PEMRS System are kept confidential.

Request for youths information should be processed by the Release of Information (ROI) Medical- legal HIM Department. If the staff or either office is not available, the request will be handled at the discretion of the Health Information Supervisor.

POLICY

It is the responsibility of all employees to refrain from discussing patients (youths) and or patient (youth) information in inappropriate places such as open hallways and etc. Patient information should not be discussed with anyone in the medical module unless it pertains directly to his or her job and then the discussion should be away from all open areas. Confidential information should be discussed with persons outside the medical module.

The youth record is the property of Probation Department and may not be removed; the only exception is by subpoena, court order, or statute.

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Subject: MEDICAL RECORDS CONFIDENTIALITY	Effective Date: 01/10/2013	Procedure # 010
	Health Services Administrator's Initials: (Initials on File)	

Continue Policy

Copies of protected health information shall be placed into a shredding bin. The locations of these bins are located in the Health Information Management department and designated area throughout the medical module.

PROCEDURE

1. All JCHS employees must adhere to the strict confidentiality of each medical record at all times.
2. JCHS employees are responsible for safeguarding both the medical record and its contents against lost, defacement, tampering, and from use by unauthorized persons.
3. All medical records will be maintained in a locked area separate from the confinement record.
4. All access to medical records will be controlled and all requests for release of medical information will require appropriate authorization in writing and be processed by the Health Authority/Custodian of Records or designee.
5. Policies and procedures are established for the appropriate multi-disciplinary sharing of health information. The release of all medical information (including psychiatric, alcohol or drug abuse, and HIV antibody test results) shall be in accordance with all applicable laws and regulations.
6. Training regarding confidentiality of medical records and personal health information is provided during staff orientation. All employees are required to review and sign an employee non-disclosure form.
7. When medical records are transported between Probation facilities by non-medical staff, the medical records are sealed in a locked mailbag. A system of accountability and daily reconciliation of the movement of the records is consistently utilized. This includes, but is not limited to, the documentation of the date and time a locked mailbag is sent from a facility, identification of the Medical Records staff sealing and sending the bag, identification of the Probation staff transporting the mailbag, and the date and time the mailbag is received by Medical Records staff at the designated receiving facility.

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Subject: MEDICAL RECORDS CONFIDENTIALITY	Effective Date: 01/10/2013	Procedure # 010
	Health Services Administrator's Initials: (Initials on File)	

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1407
45 Code of Federal Regulations Part 160 and 164, Section 164.530(b), "Administrative Requirements – Training", Section 164.530(j), "Standard: Documentation"
DHS Policy No. 361.24, "Privacy and Security Awareness and Training Policy."

REFERENCE

NCCHC Standard Y-H-02