

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Subject: REQUEST FOR MEDICAL RECORD AND INFORMATION - PROBATION		Original Issue Date: 01/10/13	Procedures # 012
		Supersedes:	Effective Date: 03/24/21
Departments Consulted: Nursing Director Probation Superintendent JCHS Administrator	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By:	(Signature on File) David Oh, MD Medical Director

PURPOSE

To define Health Information Management (Medical Records) procedure regarding multi-disciplinary sharing of medical record information.

PROCEDURE

All requests for copies of actual medical records or information shall require a written authorization by the youth and/or parent or legal guardian, unless otherwise provided by court order, statute or regulation having the effect of the Law.

Written authorizations shall be submitted to the Health Authority/Custodian of Records or designee for processing and disclosure. A signed receipt for released medical information shall be scanned in the EMR under the "Correspondence" tab" folder. Under certain circumstances, approved by the Health Authority, correctional staff (Superintendent/Director or designee) shall be provided with a youth's health status in order to preserve the health and safety of that youth, other youth or the correctional staff, for investigations or simply for the purpose of housing/work assignments.

In instances where the Superintendent's/Director's designee is requesting the information, a telephone call should first be received by the Health Information Management (Medical Records) or Nursing staff, in their absence, from the Superintendent/Director regarding the need for their designee to obtain the health information, on their behalf.

The EMR records will be identify and the Health Authority/Custodian of records or designee shall be informed of the need for disclosure. After review of the EMR has been made, determined disclosure shall be made by the Health Authority/Custodian of Records and/or the Supervising Nurse, followed by an entry made in the "Progress Note" as to the content of disclosure, the date and time, and to whom the disclosure was made. In almost every case, it is not necessary to disclose specific diagnosis.

REFERENCE

JCHS Policy #E-109, :Request for Release of Information"