

JUVENILE COURT HEALTH SERVICES POLICY

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| Subject: FACSIMILE (FAX) TRANSMISSIONS | Original Issue Date: 04/16/02 | Policy # A-306 |
| | Supersedes: 2/8/2019 | Effective Date: 4/6/2019 |
| Departments Consulted: | Approved By: (Signature on File) Health Services Administrator (Signature on File) Clinical Nursing Director | Approved by: (Signature on File) Medical Director |

PURPOSE

To establish guidelines for transmitting facsimiles (faxes) within and outside JCHS.

POLICY

All communications transmitted using facsimiles (faxes) must adhere to the set guidelines. These include sending or receiving faxes during off-hours. Faxes involving Patient Health Information (PHI) must follow the established Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines.

PROCEDURE

Usage Guidelines

- Use of fax machines shall be restricted to County business only.
- All communications must include the attached cover letter **[ATTACHMENT A]**.
- The fax machine must be accurately set with location name, date, and telephone number.
- Fax machines will only be utilized in the Health Information Management (HIM) departments within the juvenile halls
- If a residential treatment camp facility has a document which needs to be sent or received via fax, the juvenile hall assigned/closest to the camp will be responsible for the task.

AUTHORITY

Health Insurance Portability and Accountability Act of 1996

REFERENCE

DHS Policy #361.23

RESPONSIBILITY

All Employees

ATTACHMENT

A. JCHS Facsimile Transmittal Cover Sheet

REVIEW DATES

September 1, 2017; February 8, 2019; April 6, 2021