

JUVENILE COURT HEALTH SERVICES

Subject: MEDICAL RECORDS CONFIDENTIALITY		Original Issue Date: 1/31/03 Supersedes: 5/21/2022	Policy # E-102 Effective Date: 3/25/2022
Departments Consulted: JCHS Camp Nurses JCHS HIM Department JCHS Mental Health Department JCHS Nursing Department Probation Department	Approved By: (Signature on File) Health Services Administrator (Signature on File) Medical Records Director	Approved By: (Signature on file) Medical Director	

PURPOSE

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

POLICY

The medical record and its contents are confidential. The physician-patient relationship is unique in that all communications between patient and physician 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 JCHS employees with access to the youth's medical record are personally responsible for the protection of the medical record and youth's information.

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

Request for youth's information should be processed by the Release of Information (ROI) Medical-legal HIM Department. If the ROI staff is not available, the request will be handled at the discretion of the Health Information Management Director.

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

PROCEDURE

1. All JCHS employees must adhere to the strict confidentiality of each health record at all times.
2. JCHS employees are responsible for safeguarding both the health record and its contents against loss, tampering, and use by unauthorized persons.
3. All access to health 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.

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	Medical Director's Initials: (Initials on File)	

4. Policies and procedures are established for the appropriate multi-disciplinary sharing of health information. The release of all medical information shall be in accordance with all applicable laws and regulations.
5. Training regarding confidentiality of health records and personal health information is provided during staff initial orientation with refresher training on a regular basis as per Department of Health Services policies. All employees are required to review and sign an employee non-disclosure form.

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1407
JCHS HIM Policy and Procedure Manual
DHS Policy No. 361.24, "Privacy and Security Awareness and Training Policy."

REFERENCE

NCCHC Standard Y-H-02

REVIEW DATES

December 31, 2007; January 13, 2013; June 1, 2018; May 21, 2021; March 25, 2022