



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

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**SUBJECT: RETENTION AND CONFIDENTIALITY OF  
PATIENT RECORDS**

**Policy No.: 303**  
**Supersedes: January 1985**  
**Revision Date: July 2022**  
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### **PURPOSE**

To define retention and confidentiality of patient records.

### **POLICY**

The Electronic Medical Record is the official record of the individual patient treatment program. All electronic progress notes, daily notes, and evaluation reports are a permanent record of the patient treatment program. All patients' records and information are confidential in nature.

### **PROCEDURES**

1. All speech-language pathologists and audiologists are to maintain confidentiality of patient records in compliance with all state and federal regulations as well as the Communication Disorders Department and Medical Center confidentiality policies. All patient records and information are considered confidential and private in nature.
2. The original of the progress notes, evaluation reports, consent for release of information form and consent to photograph form are placed in the Medical Record. Department working files may be maintained for patients who are currently being followed. See Communication Disorders Department policy Speech Pathology and Audiology Working Files for further information.
3. All department working files shall be stored in a locked file or space. When the patient has been discharged from program, the materials will be securely shredded.
4. Security systems levels and associated rights are established and followed to maintain confidentiality of computer generated patient records.

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EFFECTIVE DATE: January 1985  
REVIEWED: July 2022

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.