



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: CONFIDENTIALITY OF RECORDS

Policy No.: B503
Supersedes: January 4, 2016
Revision Date: July 26, 2022
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PURPOSE:

To state Rancho Los Amigos National Rehabilitation Center position on confidentiality of health/medical records and all communication pertaining to the patient's care in accordance with federal and state regulations.

POLICY:

Rancho Los Amigos operations result in a number of different records which must be treated as confidential.

PROCEDURE:

A. Patient/Employee Health Records

Patient and employee health records and information (written and electronic) are considered confidential and private in nature. Health information, which includes data and records, must not be released from hospital custody without the written authorization of the patient/employee or legal guardian.

All requests for disclosure of patient information can be referred to the custodian of records who is designated in writing by the Chief Executive Officer and is responsible for scanning, maintenance, and utilization of patient records of the medical center as well as subpoenas and all requests for the release of health record information.

No employee must access any patient/employee records except as required for care of the patient/employee or for administrative reasons. No employee must assist another in obtaining unauthorized access to a patient's record.

All requests for disclosure of employee records and information should be referred to Employee Health Services who are responsible for filing, maintenance, and provision of storage in accordance with Titles 8, 22, and The Joint Commission (TJC) Standards

At no time must a health record be used in any manner which could jeopardize the best interest of the patient/employee. Information must not be disclosed or reported without the patient/employee's written consent, except as required by law.

EFFECTIVE DATE: January 1, 1992

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: 

Health records must not be removed from the hospital premises except in accordance with a court order, subpoena, or statute.

Any person guilty of discussing, stealing, willfully destroying, mutilating, defacing, altering or falsifying, removing or secreting the whole or part of the health record is liable for fine and incarceration.

B. Employee Personnel Records

Employee personnel records are considered confidential in nature. Information in employee personnel folders must not be used for any purpose, other than administrative purposes, without the knowledge of the employee.

Records kept for administrative purposes regarding an employee's address, or home phone number must not be released without the permission of the employee concerned.

C. Investigative Reports

Investigative reports and their respective results are considered confidential in nature. The information contained in an investigative report must not be used for other than administrative purposes.

Information shared with a manager or supervisor by the Auditor-Controller, Inspection, and Audit Division, or Rancho Administration, regarding an employee who is a subject of an investigative report is to remain with that particular manager/supervisor. The information may not be used in any manner which may jeopardize the confidentiality of the investigation or the rights of the employee, or compromise the County's or Rancho's liability.

AUTHORITY: DHS Policy #362 - Confidentiality of Employee Personnel Records
DHS Policy #391.1 - Employee Access To Patient Records
Department of Human Resources

Reviewed by: Annette Simmons 7/26/22
AL:dk