



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

**Rancho Los Amigos National Rehabilitation Center
Occupational Therapy and Recreation Therapy Department**

POLICY AND PROCEDURE

SUBJECT: PHOTOGRAPHING, FILMING OR TAPING OF PATIENTS	Policy No.: 318 Revised: March 2022 Supersedes: January 2022 Page: 1 of 2
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PURPOSE:

This policy addresses situations when patients are photographed, filmed, or taped. It is to ensure patient rights and confidentiality and to safeguard photographs, audio and video tapes.

POLICY:

1. In order to protect patient rights and confidentiality, Occupational and Recreation Therapy Personnel will follow and assume responsibility for enforcing the Rehabilitation Center's policies regarding obtaining signed consents before photographing patients and families.
2. All audio-visual materials made to document patient treatment shall be stored for 7 years in the case of adult patients and for twenty-five (25) years in the case of minors in accordance with the hospital's medical record documentation standards (Refer to Administrative Policy and DHS Policy per reference below)

PROCEDURE:

1. **Obtaining Consent to Photograph, Record, and Publish:**
 - a. Prior to photo, audio and video recording of ~~photographing or taping~~ patients and/or families, the staff assigned to the patient is responsible for explaining the nature of the request to the patient and for obtaining the signed written consent [Authorization and Consent for Audio-Visual Recording] (Attachment A).
 1. If a patient is a minor, the form must be signed by the parent or legal guardian.
 2. In the case of a cognitively impaired adult patient, special permission is required, and the situation must be discussed with the Clinical Manger. The signature of the authorized representative of the patient is required in this situation.
 3. If the patient is cognitively aware, but is physically unable to sign, a member of the staff may make an "X" and two individuals must witness and sign the consent.

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4. The consent form should specify the purpose for which the photo, audio and/or video recording ~~photograph or tape~~ is made and if the consent is for limited use (e.g. for in-house use only).
5. Storing audio-visual materials made to document patient treatment:
(Not applicable to materials for purposes other than documentation of treatment (e.g. for use in education, recruitment or public relations).
 - a. Discard materials upon patient discharge from treatment, the original is filed in the patient's medical records.

References: Administrative Policy No. B502
DHS Policy No.304