



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

Rancho Los Amigos National Rehabilitation Center

Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: CONFIDENTIALITY OF RECORDS

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POLICY

Occupational Therapy and Recreation Therapy personnel will be knowledgeable about and abide by the medical center's policy regarding the confidentiality of patient and personnel records. In addition, records will be safeguarded and used only in appropriate places and situations. The following are the most common situations which may involve Occupational Therapy and Recreation Therapy personnel:

1. PATIENT RECORDS:

- a. Documents in the patients' health record are confidential and may not be released without the written consent of the patient or the legal guardian. The Health Information Management Department is responsible for handling all such requests.
- b. If a patient is transferred to another facility, the Health Information Management Department sends the patient's records. Therefore, all documentation must be completed by the time of the transfer.
- c. Occupational Therapists and Recreation Therapists are permitted to release patient information required to complete referral forms to outside agencies (e.g. Home Health Agency, California Children's Services).

2. EMPLOYEE RECORDS:

Other than verifying employment or affiliation, requests for any additional information may not be provided.

- a. In the case of employees, refer to the Human Resources Department if further information is requested.
- b. In the case of students, refer to the Education Section of this manual.

