

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CONFIDENTIALITY OF MEDICAL INFORMATION

POLICY NO. 624

PURPOSE:

To provide information concerning the legal requirements for confidentiality and security of medical information. The legal requirements are designed to ensure the confidentiality, integrity, and availability of medical information, protect against any reasonably anticipated threats or hazards to the security or integrity of such information, protect against any reasonably anticipated uses or disclosures of such information that are not permitted; and ensure compliance with governing law and policy.

POLICY:

Medical records shall be removed from the jurisdiction and safe keeping of the hospital only under court order, subpoena, or statute.

Patient-identifiable information shall not be disclosed or released without the written consent of the patient or the patient’s surrogate decision maker to any person not directly concerned with the care of the patient, except when disclosure is authorized by law. Information shall be released only by the appointed Custodian of Records, unless otherwise authorized in writing by the Chief Executive Officer.

Any person found guilty of releasing confidential information without proper authorization may be subject to civil action under the provisions of the Welfare and Institution Code, and disciplinary action including termination.

AUTHORITY:

Confidentiality of Medical Information Act, California Civil Code, Sections 56, et seq. California Hospital Association Consent Manual.

California Government Code, Sections 6200 and 6201.

EFFECTIVE DATE: 2/96
REVISED: 1/99, 1/02, 8/10, 10/14, 10/17
REVIEWED: 2/02, 12/04, 8/10, 10/14, 10/17
REVIEWED COMMITTEE: N/A

SUPERSEDES:

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Chief Nursing Officer

Signature(s) on File.