

LAC+USC MEDICAL CENTER POLICY

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Subject: HEALTH/MEDICAL RECORD: AUTHORIZED USERS	Original Issue Date:	1/03/77	Policy # 402
	Supersedes:	5/9/17	Effective Date: 11/21/22
Policy Owner(s): Director, Health Information Management Executive Sponsor(s): Chief Operations Officer			
Department(s) and Committee(s) Consulted: Health Information Management Health Information Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Operations Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To define authorized persons who may receive and review a health/medical record.

POLICY

Authorization to receive/review a patient's confidential medical record must be granted by the LAC+USC Medical Center Director of Health Information Management or his or her designee. The HIM Director is legally authorized to maintain and ensure the confidentiality of the medical records and to represent the Medical Center in matters thereof. Medical Center Personnel accessing patient information within the electronic medical record shall be logged through user entry with user ID and password, subject to minimum necessary directives.

PROCEDURE

Requesters of a patient's paper medical record should be clearly identified as one of the following:

- Authorized representative of Administration or Finance
- Healthcare providers as authorized by law to make such a request

Medical Center staff with access to the Electronic Medical Record system may review medical records only related to their job assignment or scope of service as permitted by privacy laws.

DATA SECURITY

Access to electronic medical records will be logged through the user ID activity monitored by information security. Violators of this policy are subject to criminal investigation in accordance with Los Angeles County Board of Supervisor's directives covering data security.

RESPONSIBILITY

Health Information Management Services
LAC+USC Medical Center Component Facilities
Attending Staff
Residents
Allied Health
Professionals Nursing
Staff Administration

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	Executive Director's Initials: (Initials on File)	

PROCEDURE DOCUMENTATION

Health Information Management Policy and Procedure Manual
Attending Staff Rules and Regulations

REFERENCES

California Government Code, Sections 6200 and 6201
Joint Commission Standards (Information Management (IM)/Rights and Responsibilities of the Individual)

REVISION DATES

December 16, 1994; October 20, 1998; April 9, 2002; September 26, 2008; November 12, 2013; May 9, 2017, November 21, 2022