

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>HEALTH/MEDICAL RECORD</b>	Original Issue Date: <b>6/30/75</b>	Policy # <b>400</b>
	Supersedes: <b>1/10/17</b>	Effective Date: <b>11/21/22</b>
Policy Owner(s): Director, Health Information Management Executive Sponsor(s): Chief Operations Officer		
Department(s) and Committee(s) Consulted: Health Information Management Medical Administration Utilization Review Customer Service Diagnostic Services Health Information Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signatures on File) Chief Operations Officer
		(Signature on File) Chief Executive Officer

## PURPOSE

To ensure all patient health/medical records, including x-ray films and fetal monitoring strips, are confidential, accurate, and available for direct care and other agents as authorized by law.

## POLICY

The health/medical record is the property of the LAC+USC Medical Center and shall be maintained under the jurisdiction of the Medical Center Health Information Director to serve the patient/client, the attending staff, residents, and others authorized by law. The health/medical record is a confidential document. Any person guilty of stealing, willfully destroying, mutilating, defacing, altering, or falsifying, and/or removing or secreting the whole or part of this record is liable for fine and imprisonment.

- Original health/medical records and/or films shall not be removed from the LAC+USC Medical Center except in accordance with the law.
- Any data collection on a patient or employee whether by interview, observation, or review of documents for entry into the health/medical record shall be conducted in a setting that provides maximum privacy and protects the information from unauthorized individuals. The storage and handling of this information shall be afforded maximum security and protection that is consistent with the need to provide patient care and in accordance with State law and County ordinance.
- A patient and/or her or his legal representative shall have access to and photocopies of her or his health/medical record upon written request subject to specific contraindications by the physician and/or legal constraints.

Health Information Management Services shall maintain an organized health/medical record filing system applicable to storage of retained paper medical records and shall take action to ensure the confidentiality of all health/medical record information within the LAC+USC Medical Center. The electronic medical record shall be kept confidential in accordance with privacy and security laws including tracking of user access to patient records within the electronic medical record system.

- Violation of this policy shall be subject to legal action in accordance with the law.

**DISTRIBUTION: LAC+USC Medical Center Policy Manual**

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**HEALTH/MEDICAL RECORD**

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Chief Executive Officer's Initials:

(Initials on File)

**RESPONSIBILITY**

Administration  
 Attending Staff Residents  
 Allied Health Professionals  
 Nursing Staff  
 Health Information Management

**PROCEDURE DOCUMENTATION**

Health Information Management Policy and Procedure Manual  
 Attending Staff Manual

**REFERENCES**

California Code of Regulations, Title 22, Sections 70747,70749  
 California Code of Regulations, Title 8, Section 3204(c)(6) California  
 Government Code, 6200, 6201  
 Joint Commission Standards (Management of Information/Ethics, Rights, and Responsibilities)

**REVISION DATES**

December 16, 1994; October 20, 1998; April 9, 2002; April 19, 2005; October 03, 2008;  
 September 10, 2013; January 10, 2017; November 21, 2022

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