

JUVENILE COURT HEALTH SERVICES

«Facility»

Subject: HEALTH RECORD – NOTICE TO STATE DEPARTMENT OF HEALTH SERVICES OF DEFACING/DESTRUCTION OF HEALTH RECORDS BEFORE TERMINATION OF THE REQUIRED PERIOD		Original Issue Date: 01/31/03 Supersedes: 12/31/07	Policy # E-106 Effective Date: 1/13/2013
Departments Consulted: JCHS Administrator JCHS Medical Director JCHS Nursing Director JCHS Risk Manager	Approved By: (Signature on File) Medical Director (Signature on File) Medical Records Director	Approved By: (Signature on file) Health Services Administrator	

POLICY

Whenever youth's health record is defaced or destroyed before termination of the required retention period, the Medical Records Director will notify the proper authority.

PROCEDURE

Whenever the youth's health is defaced or destroyed before termination of the required retention period, the Medical Records Director will notify the following within 48 hours:

- JCHS Administrator
- JCHS Medical Director
- JCHS Nursing Director
- JCHS Risk Manager
- DHS Leadership

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1406

REFERENCE

NCCHC Y-H-04