

# JUVENILE COURT HEALTH SERVICES

## «Facility»

Subject: <b>TRANSFER OF DENTAL HEALTH RECORDS AND INTERFACILITIES</b>	Original Issue Date: 4/01/96	Policy # <b>E-113</b>
	Supersedes: 12/31/07	Effective Date: 1/13/2013
Departments Consulted: JCHS Medical Records Department Probation Department	Approved By: (Signature on File) Medical Director  Signature on File Medical Records Director	Approved By:  (Signature on file) Health Services Administrator

### PURPOSE

To define the mechanism for the movement of a youth's dental health record from one Probation Hall facility to another.

### POLICY

JCHS will ensure that the dental health record will accompany the youth when they are transferred between Probation facilities for a dental clinic appointment.

### PROCEDURE

JCHS staff has the responsibility for sending and receiving the transported health records. The confidentiality and integrity of the dental health record shall be maintained at all times during transport. The health record will be transported in a sealed, locked, and logged mailbag.

HIM will review the minor's dental health record at both the sending and receiving facility for correct dental health record received.

HIM will then deliver all correct dental health records to the dental clinic.

HIM staff will prepare the dental health record for transport by placing it in a sealed, locked, numbered, and logged mailbag once received back from dental clinic. JCHS staffs at the receiving facility will log-in the receipt of the mailbag and check that it remained locked and sealed during transport.

### AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1408

### REFERENCE

NCCHC Standard Y-H-02

# JUVENILE COURT HEALTH SERVICES HIPAA POLICY

Subject: <b>PROTECTED HEALTH INFORMATION: BUSINESS ASSOCIATE AGREEMENTS</b>	Effective Date: 12/21/12	Policy # <b>E-115</b>
	Health Services Administrator's Initials:	