

JUVENILE COURT HEALTH SERVICES

«Facility»

Subject: YOUTH REQUESTING A COPY OF HIS OR HER MEDICAL RECORD WHILE DETAINED IN LOS ANGELES COUNTY PROBATION FACILITIES	Original Issue Date: 1/31/03	Policy # E-114
	Supersedes: 12/31/07	Effective Date: 1/13/2013
Departments Consulted: JCHS Medical Records Department	Approved By: (Signature on File) Medical Director Signature on File Medical Records Director	Approved By: (Signature on file) Health Services Administrator

PURPOSE

To address a youth's request to review or obtain copies of medical records while housed in a Probation facility.

POLICY

Youth detained in Probation facilities have the same rights to review and/or obtain a copy of his or her medical record as any other patient of equivalent age receiving care from the Los Angeles County Department of Health Services (DHS). As the youth is under the auspices of the Presiding Judge of the Juvenile Court, there may be additional requirements that must be met prior to copies being released.

PROCEDURE

A youth under 18 years of age:

- Will be informed that to obtain a copy of a medical record, the release must be requested by a parent, legal guardian, or attorney of record. This must be done through a petition process.

A youth 18 years of age or older:

- Upon receiving the request for a copy of a medical record, medical record staff will advise the physician of record or chief physician. The medical record will be reviewed and portions may be deleted if it is deemed to be in the best interest of the patient and follows DHS policy guidelines. Youth will be given an appointment to review his or her record in the presence of medical record staff during which time the patient may make notes. Youth will be advised copies of his or her medical record will be provided at the time of release from the Probation facilities.
- Upon making a request for a copy of a medical record, the youth will be advised that, in addition to the medical record, they may also have a separate Mental Health record, which is maintained by the DMH.

AUTHORITY

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

REFERENCE

NCCHC Standard Y-H-02