



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **CONFIDENTIALITY OF RECORDS**

Policy No: **101.15**
Revision No.: **3**
Revision Date: **April 2003**
Page 1 of 1

I. **PURPOSE:**

To state the Medical Center's position on confidentiality of records.

II. **POLICY:**

The Finance Department operates under RLANRC Policy B501, B502 and B503.

The Medical Center's varied operations result in a number of different records which shall be treated as confidential.

Included are: Patient Records & Employee Personnel Records.

Refer to RLANRC Policy A129 for specific details and the Health Insurance Portability and Accountability Act.

EFFECTIVE DATE: January 1, 1982

Reviewed/Revised: April 2003
Reviewed: July 2004
Reviewed: November 2005

APPROVED BY: