

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
HEALTH INFORMATION MANAGEMENT SERVICES
POLICY & PROCEDURE**

**NUMBER: 1572
VERSION: 2**

SUBJECT/TITLE: HIMS - CONFIDENTIALITY AND RELEASE OF MEDICAL RECORDS INFORMATION

POLICY: The Medical record, including x-ray films, is considered confidential and private. Release or disclosure of any patient information shall be according to applicable laws. Information shall be released only by the appointed Custodian of Records, unless otherwise authorized in writing by the hospital Administrator. Anyone found Guilty of releasing confidential information without proper authorization may be subject to civil action under the provisions of the Welfare and Institution Code, and disciplinary action including termination.

Medical records may be removed from Olive View-UCLA Medical Center's jurisdiction and safekeeping only in accordance with a court order, subpoena, or statute.

PURPOSE: The medical Records Director or designee as the Custodian of Records shall be responsible for the release of information.

All personnel are required to observe the non-disclosure rule except for the legitimate needs of the patient, Olive View-UCLA Medical Center or healthcare provider.

Records will be maintained in a manner that will safeguard them against loss defacement, tampering and use by unauthorized persons and damage by fire or water.

DEPARTMENTS: HEALTH INFORMATION MANAGEMENT SERVICES

DEFINITIONS: Release of Information

PROCEDURE: All request to release or review patient records, including requests made by the patient or patient's legal representative, shall be referred to the Custodian of Records or the appropriate HIMS Unit.

All authorization/subpoenas requiring the photocopying of medical information are self explanatory in the nature of the specific material needed.

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Information will be released and distributed as stipulated by:

1. Authorization signed by the patient, parent, or legal representative.
2. Subpoena.
3. Mandatory Disclosure.

Information will be limited to time period and information stated in the above.

Outside Photocopy Vendors are allowed to copy upon presentation of proper documentation in lieu of the facility responding to the request.

References: California Healthcare Association Manual Chapter 14, federal laws and guidelines, California Code of Regulations, Title 22, Section 70707, 70751, DHS Policy 170, 360, 301 and HIPAA laws.	
Approved by: Tillie Acosta (Medical Records Director I)	Date: 06/23/2017
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