

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY & PROCEDURE**

**NUMBER: 1531
VERSION: 2**

SUBJECT/TITLE: ADM 14.0: CONFIDENTIALITY OF MEDICAL RECORDS

PURPOSE: Establish confidentiality of medical records.

DEPARTMENTS: PATHOLOGY

PROCEDURE: The Medical Record is a confidential document.

Hospital employees are permitted to view medical records of those patients in whose care they are participating, but only insofar as is necessary to carry out their duties.

Hospital employees are not entitled to view the medical records of patients for whom they have no assigned responsibility.

No one else may examine an active chart. Anyone requesting to do so should be referred to the Record Office. Problems, which cannot be handled by the Record Office, must be referred to Medical Administration of Hospital Administration.

All extraneous printed results of patient information (not part of actual chart) are shredded within the laboratory on a regular basis, after their usefulness is achieved. The laboratory is a secure section of the hospital, allowing only authorized employee admittance, therefore protecting patient information and test results.

DATE	REVISION MADE	BY:	REV:
6/28/2010	Changed Policy number (ADM14.0) and put in PPM format.	Julie Foley	14.0

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"No changes in procedure content, new version was created to satisfy CAP requirement TLC.11485 - New Director Procedure Approval "	
References:	
Approved by: Armine Baltayan (Interim Laboratory Director), Deepthi Karunasiri (Co-Director of Clinical Pathology)	Date: 08/13/2018
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