

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** CONFIDENTIALITY OF BUSINESS RECORDS

**POLICY NO. 363**

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**PURPOSE::** To state the Department's position regarding confidentiality of business records.

**POLICY::** The Department considers business records related to billing for patient operations to be confidential. Within the regulations established by State and Federal agencies governing Medi-Cal and Medicare payments, and other third-party payor programs, information may be released to third-party payors regarding patients.

Such information shall be considered confidential and treated as such by the Department and third-party payor. Any violations of confidentiality by Department employees having access to business records, by utilizing the information contained in those records for other than official purposes, shall be cause for disciplinary action.

**AUTHORITY::** California Welfare & Institutions Code  
State and Federal Regulations Governing Medi-Cal and Medicare

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**EFFECTIVE DATE:** Nov 24, 1975

**SUPERCEDES:**

**APPROVED:** Signature on File

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