



Los Angeles County Department of Health Services

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| Policy & Procedure Title: | | Confidentiality of Records | |
| Category: | 300-399 Operation Policy | Policy No.: | 360 |
| Originally Issued: | 11/24/1975 | Update (U)/Revised (R): | 09/01/2019 (U) |
| DHS Division/Unit of Origin: | Patient Safety, Risk Management and Compliance | | |
| Policy Contact – Employee Name, Title and DHS Division: | | | |
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| Distribution: DHS-wide | <input checked="" type="checkbox"/> | If not DHS-wide, other distribution: | |

PURPOSE:

The purpose of this policy is to state the Department's position on confidentiality of records

POLICY:

The Department's varied operations result in a number of different records which shall be treated as confidential. Included are:

1. Patient records.
2. Employee personnel records
3. Business records.
4. Non-patient, public health records.

All records maintained by the Department shall comply with Federal and State laws regarding confidentiality of records, and in no event will confidential records be released without patient or other appropriate authorization.

It is the responsibility of all employees to observe regulations governing confidentiality of records. Failure to do so shall be cause for disciplinary action by the Department.

REFERENCE(S)/AUTHORITY:

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Revision/Review Dates: 11/24/1975 4/2003R 09/01/2019
 Department Head/Designee Approval:

California Health & Safety Code
Health Insurance Portability and Accountability Act of 1996 (HIPAA)
California Evidence Code
California Welfare & Institutions Code
Federal Regulations Governing Programs of Alcohol Abuse and Drug Abuse.