1.0 **PURPOSE**: To establish policy and procedures to assure that all health records including both medical and counseling are kept secure and that confidentiality of records is strictly maintained.

2.0 **REVISIONS HISTORY**: 02/24/05, 10/20/08, 07/07/09

3.0 **PERSONS AFFECTED**:

   All staff of the Student Health Center.

   All patients of the Student Health Center.

   Any person or agency requesting access to any medical record.

4.0 **POLICY**:

   All information pertaining to patients is to be kept in strictest confidence.

   There shall be no disclosure, whether in writing or verbally, of any such information to anyone outside the Student Health Center except as otherwise specifically and explicitly authorized by Student Health Center Policy, Administrative Specialist, Director, or Designee.

   Disclosure of information to fellow employees of the Student Health Center is permissible if:

   The person is currently employed at the Student Health Center.

   Such disclosure is for the sole purpose of providing the fellow employee with information necessary for the performance of his/her assigned health center duties.

   Access to medical records of patients shall be limited to those employees who are required to have such access in order to perform their assigned Student Health Center duties.

   All health records are the property of the Student Health Center. Health records shall not be removed from the facility, and the record, or any portion thereof, shall not be copied.
SUBJECT: CONFIDENTIALITY OF HEALTH CENTER RECORDS

except as specifically authorized by Student Health Center policy, the Administrative Specialist, Director, or Designee.

Patients shall not be given the opportunity to review the contents of their Student Health Center record unless under the direct supervision of medical staff.

Violation of the above confidentiality policy by a University employee or student serving as an employee, volunteer, intern, graduate assistant, or in any other approved role, shall be grounds for disciplinary action.

5.0 DEFINITIONS:

Medical Record (MR) - A confidential documentation of each patient/client visit for medical services in support of acute and subacute conditions, illnesses, and injuries.

6.0 RESPONSIBILITIES:

Medical Records staff will maintain basic security of medical records.

Administrative Secretary will have all staff sign a Confidentiality Statement of Understanding.

SHC staff will only possess a patient's medical record for justified need, and are responsible for returning the medical record to the appropriate Medical Records room as soon as the need is met.

Only authorized Student Health Center staff will release health records and then only upon written consent, subpoena, or judicial order, of which a copy of this release shall be a part of the Medical Record.

7.0 PROCEDURE:

All health records shall be maintained in a secured manner.

All requests for release of medical records will be processed by the clerical staff as follows:

Initially, the Medical Records Staff will verify that the request contains a valid signature. Where feasible, the consent will be obtained on the SHC Authorization to Disclose Health Records form.
SUBJECT: CONFIDENTIALITY OF HEALTH CENTER RECORDS

A request for Counseling Center records will be directed to the Counseling Center Director.

All employees of the Student Health Center must complete a Confidentiality Statement of Understanding.

Release of HIV information and/or lab results shall not be released, unless specifically requested by patient and reviewed by the Clinical Director or designee.

Any request for information from the press or others regarding any incident which involves patient care or any request to take photographs or videos will be referred to the Student Health Center Administrator, who will guard patient confidentiality in any release of such information.

8.0 APPENDIX:

Authorization to Disclose Health Records

Confidentiality Statement of Understanding

Approved_______________________________________________ Date__________________

John Maxwell, Director