FACSIMILE TRANSMISSION OF HEALTH RECORDS

1.0 PURPOSE:

To establish policy and procedures regarding facsimile transmission of health records to protect the confidentiality of the patients.

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

3.0 ORGANIZATIONS AFFECTED:

Patients of Student Health Center

Student Health Center staff

Recipients of the information faxed

4.0 POLICY:

Protected health information shall be transmitted via fax to provide ongoing treatment, payment, and health care operation for patients and Student Health Center.

5.0 DEFINITIONS:

Health information is information that is related to patient care and is a part of the Student Health Center medical record including insurance information.

6.0 RESPONSIBILITIES:

SHC staff initiating the transmission of a facsimile are responsible to insure that procedures are followed.

Departmental staff transmitting a facsimile at the request of other staff members will verify that procedures have been followed prior to transmission.
SUBJECT: FACSIMILE TRANSMISSION OF HEALTH RECORDS

7.0 PROCEDURES:

An Authorization to Disclose Health Records Form will need to be signed. SHC will use a special fax sheet which includes a “confidential” statement. We will use fax machines located in secure limited access areas. We will verify fax request from unfamiliar sources. We will test programmed fax number before it is used the first time. We will periodically remind regular fax recipients to notify SHC if their fax numbers change. SHC will not fax sensitive, highly personal information, never fax psychotherapy notes.

Medical Records Supervisor or designee will review all Authorization to Disclose Health Records Forms faxed to the SHC prior to releasing the information.

In the event of an extreme emergency or when Health Center information is necessary for the ongoing treatment of a patient and patient consent for release of information cannot be obtained, the Director, or their designee, may give approval to fax health information regarding a specific patient.

In no event shall patient information regarding drug or alcohol abuse, mental health records, sexually transmitted diseases, or HIV/AIDS status or treatment which is considered sensitive under federal or state law, be transmitted by fax machine.

Confirmation of fax is received once faxing is completed.

8.0 APPENDIX: None

Approved______________________________________________Date____________________

John Maxwell, Director