

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

Title: CONFIDENTIALITY
Policy Number: 105
Regulation: HIPAA/AHIMA

Effective Date: 3/9/11
Med Staff:
Admin:

I. POLICY

Hardin County General Hospital (HCGH) personnel shall uphold and confidentially protect all communications and records pertaining to patient care.

~Employees are not to discuss among themselves the condition or treatment of patients unless necessary for the performance of their job.

~Knowledge of a patient's treatment, diagnosis or condition is not to be divulged to any person, including other employees, spouses, or relatives.

~Any release of confidential information from the health record shall be carried out in accordance with all applicable legal, accrediting and regulatory agency requirements, in accordance with written Release of Information Policies.

~The medical record is the property of the hospital and is maintained for the benefit of the patient, the Medical Staff, and the hospital.

~The information contained within the record is the property of the patient and cannot be released to individuals, not otherwise authorized, without the written consent of the patient, subpoena, a court order, or statute.

II. DEFINITIONS

N/A

III. RESPONSIBILITY

The information in this document applies to all HCGH staff, students, volunteers, and any other contractors or agents granted access to Protected Health Information (PHI).

IV. EQUIPMENT

N/A

V. PROCEDURES

INFECTION CONTROL: N/A

VI. DOCUMENTATION

Emergency Room requests which fall under the categories of Rape, Child Molestation, Elder Abuse, and/or Suicide Attempts, shall be secured in a manner so that only the minimum necessary information is released to those employees who need it in order to treat the patient.

The record will be routed to Health Information for registration. The Social Services Director and the Risk Manager will also have access to these records prior to them being coded and filed in the secured file cabinet in Health Information.

Access to any medical record, other than those listed above, is only permissible when accompanied by a signed, authorization by the patient or legal guardian.

An employee may inspect their own medical record upon presentation of a written authorization.

No staff member may authorize the release of information nor issue written or verbal information to persons outside this hospital without written approval of the Administration.

Students in medical and paramedical programs affiliated with HCGH may have access to the medical record of any patient assigned to them and to all other records needed for education purposes if the patients involved actually consented to care rendered by a student under the supervision of the Charge Nurse and the Clinical Instructor.

Any news media questions should be referred to Administration.

Verbal and/or telephone requests for medical information by unauthorized persons should be discouraged and limited to emergency situations.

No authorization is necessary to release information to another Healthcare Facility to which a patient is being directly transferred.

Any inquiries from the patient for access to their medical record must be referred to Health Information.

**OUR POLICY AT HARDIN COUNTY GENERAL HOSPITAL IS:
WHATEVER YOU SEE OR HEAR HERE, STAYS HERE!**