POLICY: 200-050385-035

Information Systems/Medical Records Confidentiality of Medical Information (HUMC Policy #624)

Purpose

The purpose of this policy is to provide information concerning the legal requirements for confidentiality and security of medical information. The legal requirements are designed to ensure the confidentiality, integrity, and availability of medical information, protect against any reasonably anticipated threats or hazards to the security or integrity of such information, protect against any reasonably anticipated uses or disclosures of such information that are not permitted; and ensure compliance with governing law and policy.

Policy

All residents are assigned an Outlook (LA County) email address. All residents are required to check their Outlook email address on a regular basis either by checking the account directly or by forwarding the account to another email address. If you have forgotten your user ID or password please take your ID Badge to the Information Systems Office in the basement of the hospital.

Medical records shall be removed from the jurisdiction and safe keeping of the hospital only under court order, subpoena, or statute.

Patient-identifiable information shall not be disclosed or released without the written consent of the patient or the patient’s surrogate decision maker to any person not directly concerned with the care of the patient, except when disclosure is authorized by law. Information shall be released only by the appointed Custodian of Records, unless otherwise authorized in writing by the Chief Executive Officer.

Any person found guilty of releasing confidential information without proper authorization may be subject to civil action under the provisions of the Welfare and Institution Code, and disciplinary action including termination.

Authority

Confidentiality of Medical Information Act, California Civil Code, Sections 56, et seq. California Hospital Association Consent Manual.
California Government Code, Sections 6200 and 6201.