

SUBJECT: OWNERSHIP AND RESPONSIBILITY
OF MEDICAL RECORD

EFFECTIVE
DATE: 04-20-11 (replaces 04/05/02)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PURPOSE

To ensure that consumer records may be removed from the organization's jurisdiction and safekeeping only in accordance with a court order, subpoena, statute or for staffing with other programs within the organization.

POLICY

The consumer record is the property of McIntosh Trail Community Service Board and is maintained for the benefit of the consumer and the staff of the organization. It is the responsibility of the organization to safeguard the information contained in the record against loss, tampering with, or use by unauthorized persons. Written consent of the consumer shall be required for release of information not otherwise authorized to receive this information.

Consumer records may be removed from the premises of the center only in accordance with a court order, subpoena, statute or staffing with other programs within the organization. All records are the property of the organization. Unauthorized removal of records from the center is grounds for suspension of the staff member removing the record or other actions determined by the Executive Director or his/her designee.

Please refer to Policy 1103 for transporting of consumer records.