

SUBJECT: SECURITY OF CLINICAL RECORDS

EFFECTIVE
DATE: 04-20-11 (replaces 01-11-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to secure and maintain organized clinical records, whether written or computerized, in a systematic manner as directed in the Core Requirements for All Providers.

PROCEDURE

All written and computerized clinical records, active and inactive, will be stored in a secured area, and access limited to authorized staff only. The written records will be stored in a lockable file cabinet or room designated for clinical records. A fire extinguisher will be placed in the area where clinical records are stored and staff will be trained on the use of the fire extinguisher. All staff will ensure the protection of their computer password and to be aware of who may have access to view the computer screen when performing clinical documentation. Each site will designate in writing a Medical Records Clerk to assume responsibility for the enforcement and adherence to this policy and other associated policies pertaining to protected health information (PHI).

All clinical records will be returned to the clinical records storage area at the end of each day.