MORRIS HOSPITAL & HEALTHCARE CENTERS

People You Know. Extraordinary Care.

POLICY:	CONFIDENTIALITY OF MEDICAL RECORDS – 300.11		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 9/1/2016	CURRENT REVIEW/REVISION DATE: 8/16	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT SYSTEM	

I. Purpose:

In order to protect the patient's right to privacy, medical records must be kept confidential. Access to these records shall be in accordance with the laws and regulations that govern the right to either examine or copy and release confidential medical information.

II. Policy:

The Morris Hospital Emergency Medical Services (EMS) System Patient Care Report is a medical-legal document, and is considered protected health information. All EMS pre-hospital communication via cell phone, telemetry, and Medical Emergency Radio Communications for Illinois (MERCI) radio are also considered protected health information. All calls are recorded by each hospital using CAREpoint workstations, and all recordings should be maintained by each for an indefinite period of time. EMS providers are not to record any calls on personal devices at any time.

Approval:

Thomas J. Dohm **Date**
VP of Professional Services

Robin Stortz, RN **Date**
Manager of EMS