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Extraordinary Care.

<b>POLICY:</b>	<b>SECURITY AND CONFIDENTIALITY – 300.46</b>		
<b>APPROVAL:</b>	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
<b>EFFECTIVE DATE: 9/1/2016</b>	<b>CURRENT REVIEW/REVISION DATE: 8/16</b>	<b>SUPERSEDES: N/A</b>	<b>ORIGINAL EFFECTIVE DATE: 08/16</b>
<b>DEPARTMENT SPECIFIC</b>		<b>EMERGENCY MANAGEMENT SYSTEM</b>	

**I. PURPOSE:**

To describe security measures relating to electronic Patient Care Reporting (PCR) and confidentiality of patient records.

**II. POLICY:**

Electronic PCR data elements, data system, forms, documents, reports are established under the authority of the Morris Hospital EMS System in accordance with IDPH and 77 Ill. Adm. Code § 515.500.

Completed Pre-hospital Care Report form copies may be provided to other sources only in accordance with legal and valid subpoena; or may be provided to the patient or patient responsible party by valid medical record release supplied by providing agency. Disclosure of medical information shall be in accordance with 77 Ill. Adm. Code §§ 515.350, 515.810.

Each user should keep their password confidential to prevent unauthorized access to their data, files and system.

It is recommended that users regularly change their passwords (if permitted to do so).

**Approval:**

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

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