

Extraordinary Care.

POLICY:	300.03 SECURITY AND CONFIDENTIALITY		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 2/16/2024			ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MEDICAL SERVICES	

## 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.

## III. Technical security

- a. Computers containing PHI must require log-ins
- **b.** Screen savers should kick in after brief period of inactivity.
- **c.** Safeguards must be in place to prevent unauthorized access.
  - 1) Passwords and/or ID's should be used to access PHI. Technology should be in place to verify the true identity of users.
  - 2) Each user should keep their password confidential to prevent unauthorized access to their data, files and system.
    - a) It is recommended that users regularly change their passwords (if permitted to do so).

Approval:	
James Kirchner	 Date
Vice President of Professiona	al Services
Kathleen Geiger MSN, RN	Date
Manager of EMS & Emerger	ncy Management