

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: MAR 09 2010	POLICY NO.: COR.10.1H.02
	SUBJECT: CONFIDENTIALITY OF MEDICAL RECORD INFORMATION		SUPERSEDES (Policy No. & Date): COR.10.1H.02 (09/19/09)
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1.0 PURPOSE

To ensure the privacy of medical record information

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes: Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties; and Section 92F, Public Access to Government Records: Exemption Medical Records; and 92F-13(4), Withholding protected health information for living or deceased individuals.
- b. Hawaii Revised Statutes: Section 325-101, HIV; ARC; & AIDS; Section 334-5, Mental Health, Drug Addition and Alcoholism.
- c. Health Insurance Portability and Accountability Act, 45 C.F.R., 160-164, (1996); Published in Federal Register 67, No. 157, August 14, 2002.
- d. National Commission on Correctional Health Care, Standards for Health Services in Prisons and Jails, (2008).
- e. Department of Public Safety, Policy ADM.O5.02, Public Access to Department Information; COR.10.1H.07, Inmate Requesting Information From the Medical Record; and COR.10.1H. 09, Release of Protected Health Information.

.2 Definitions

- a. Medical Record: An individual's personal health information maintained in a medical record or chart.
- b. Confidentiality: To hold in confidence or to keep private identifiable health information pertaining to an individual.

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3.0 POLICY

- .1 Unauthorized disclosure of patient health information is prohibited by law. Confidentiality rules and laws bind any correctional employee exposed to protected health information.
- .2 Maintaining confidentiality of patient health information shall be included in the orientation of all health care staff.
- .3 Health care staff shall ensure patient encounters are conducted in such a way so as to permit privacy while maintaining staff safety and clinic security.
- .4 Medical records shall be maintained under secure conditions and separate from institutional records.
- .5 The Clinical Services Branch Administrator shall determine access to health records and health information. Routine access to medical information shall be limited to health care staff requiring the records for the provision of clinical services relevant to the patient's health.
- .6 Medical records shall be sealed and tracked during transport.

4.0 PROCEDURE

- .1 All medical records, documents and medical information shall be secured in an envelope or box and stamped confidential during transfer. A routing form requiring signatures of all persons handling the record shall be attached to the outside of the envelope or box.
- .2 Inmates having a medical condition needing special custodial requirements, shall have those requirements, not the medical diagnoses, communicated by the health care staff to the facility staff as follows:
 - a. Special diets require a provider order and shall be documented on DOC Form 0426, Special Medical Diet, the original copy shall be retained and filed in the patient's medical record under the Chronic Care Index;
 - b. Inmates sustaining an injury shall have the injury documented by health care on DOC Form 0422, Inmate Injury Medical Report. The original copy is filed in the patient's medical record under the Progress Notes Index; the canary copy shall be forwarded to the institution's safety officer.

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- c. All other communications to correctional staff on medical requirements involving an inmate shall be communicated on Form DOC 0449, Medical Needs Memo. The green copy shall be retained and filed in the patient's medical record under the Miscellaneous Index after all required signatures are secured.
- .3 Any documents or lists containing items such as inmate names, diagnoses, or other potential indicators linking medical information to a specific patient such as diagnostic test results, chronic care lists, sick call appointment reasons, outside provider appointments, etc., shall be protected from access by facility staff not involved in the potential delivery of care being administered.
- .4 Medical records shall not be left unattended in areas accessible by inmates or non-health care staff.
- .5 Health care staff shall conduct patient care interviews and discussions in a manner allowing for as much patient audio and visual privacy as safely can be permitted.
- .6 Patient specific medical information shall not be discussed in common areas such as hallways, restrooms break areas, etc.
- .7 Medical information carried by security staff to outside health care providers shall be secured in a sealed envelop or box and addressed to the provider to ensure confidentiality.
- .8 Circumstances may arise when information received by health care staff may be construed to jeopardize the facility's security. The health care employee shall immediately notify the facility Clinical Section Administrator, or Branch Administrator or Health Care Division Administrator proceeding through his or her Health Care Division chain of command until reaching someone to discuss the concern.
- .9 Any correctional employee overhearing or otherwise discovering confidential patient health information shall not disclose this information to anyone.
- .10 This policy and procedure shall not prohibit the sharing of medical information as required by law, such as the public health reporting of certain communicable diseases.

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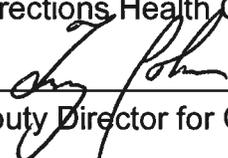
5.0 **SCOPE**

This policy and procedure applies to all correctional facilities and their assigned personnel.

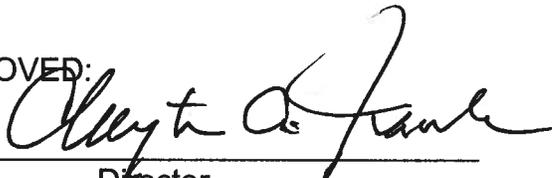
APPROVAL RECOMMENDED:


 _____ 3/2/10
 Medical Director Date


 _____ 3/2/10
 Corrections Health Care Administrator Date


 _____ 3/4/10
 Deputy Director for Corrections Date

APPROVED:



 Director
 3/9/10

 Date

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

SPECIAL MEDICAL DIET

Facility

Date

TO: Food Services

FROM: Medical Unit

(Physician's Name)

RE: _____
(Inmate's Last Name, First Name, MI) SID Housing

FOOD ALLERGIES: _____

Is to be placed on:

- | | |
|-----------------------|------------------------------------|
| _____ Diabetic Diet | _____ Chopped, Dental Soft, Pureed |
| _____ Low Purine | _____ Finger Foods |
| _____ Bland | _____ Snack: A.M., P.M., or H.S. |
| _____ Clear Liquids | _____ Other _____ |
| _____ Meals to Module | |

Comments: _____

Start Date: _____

Stop Date: _____

Review Date: _____

Health Care Staff's Signature

- Original: Medical Record
- Yellow: Medical Unit
- Pink: Food Service
- Golden Rod: Housing

Facility: _____

INMATE INJURY REPORT

NAME: _____

Date/Time of Report: _____

DOB: _____

Date/Time of Injury: _____

SID: _____

Place Injury Occurred: _____

Description of Events Leading to Injury by Patient/Witnesses:

Injury Code Based on Description: _____ *

Nursing Observations/Assessment/Treatment of Injury: [If injury limits mobility/ physical capability, update Form DOC 0497 Health Status Classification Report. Photographs required for all workline, self inflicted, assault injuries and other type of injury with an obvious wound or deformity]

Physician/Practitioner Exam: [Required if injury treatment is beyond the scope of nursing practice]

Disposition: [If sent to ER, upon return, schedule for next physician clinic]

Registered Nurse Signature/Title/Date

Examining/Reviewing Physician Signature/Date
[All injury forms reviewed and signed by a physician]

- *Injury Codes: 01 Inmate/Industrial- photo required
- 02 Inmate/Recreation
- 03 Inmate/Inmate - photo required
- 04 Inmate/ACO - photo required
- 05 Inmate/Self-Inflicted – photo required
- 06 Inmate/Miscellaneous

Original: Medical Record
 Canary: Institutional Safety Officer
 Pink: Statistics

MEDICAL NEEDS MEMO

Facility: _____

Date: _____

TO: _____

FROM: _____

(Signature/Title of Provider)

Inmate _____

Housed in _____

(Print Inmate's Name)

DURATION: _____ Days; _____ Weeks; _____ Months; _____ Indefinitely

*Health Status Classification Report required if there is a significant change in health status.

Original: UTM/ACO/Work Supervisor

Canary: Medical Record

Pink: Inmate

DOC 0449 (05/05)

CONFIDENTIAL