

# RECORDS AND FORMS MANAGEMENT 5.0

## Confidentiality -- 5.2

### Health Department Personnel Access to Patient Records -- 5.2.a

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**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

Patient records are strictly confidential and access to such records is limited to those persons employed by or assigned to the Bureau of Health Services who need patient-specific information for the performance of their duties as required by law, regulations, policies and procedures. ("Patient records" includes written documentation, as well as computerized patient information.)

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To protect the confidentiality of all persons provided services by the Bureau of Health Services.

#### **PROCEDURE**

All supervisors must identify employees under their supervision who are authorized to have access to patient records in order to perform job-specific duties.

All employees of the Bureau of Health Services must sign a **Personnel Confidentiality Statement Acknowledgement, PH-3131**, indicating their agreement not to release any patient information that may come to their attention. This form is to be maintained in the employee's personnel file\*. Any employee authorized to access patient records who is found to be in violation of this policy is subject to disciplinary action.

All regional Nursing Directors are responsible for ensuring that all volunteers and any health care professionals not employed by the Department of Health but authorized to access patient records in their region are aware of this policy and have signed a **Personnel Confidentiality Statement Acknowledgement, PH-3131**.

Any volunteer or health care professional not employed by the Department of Health but authorized to access patient records who is found to be in violation of this policy will be reported to the sponsoring/hiring agency and may be denied future authorization.

#### **NECESSARY FORM**

**Personnel Confidentiality Statement Acknowledgement, PH-3131**

#### **OFFICE OF PRIMARY RESPONSIBILITY**

Office of the Director, Bureau of Health Services, (615)741-7305

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\* See Policy 3.9 for information on the location of personnel files.