

HSA Policy Manual

Section 05 – Records and Forms Management

Policy	Title	Last Change
5.1	Clinical Records	
	5.1.a – Central Patient Records	March 23, 2011
	5.1.b – Release of Medical Information to Other Health Departments	March 23, 2011
	5.1.c – Release of Medical Information Outside the Health Department	April 25, 2016
5.1.d – Release of Immunization Information	April 25, 2016	
5.2	Confidentiality	
	5.2.a – Health Department Personnel Access to Patient Records	March 23, 2011
	5.2.b – Patient Access to Personal Medical Records	March 23, 2011
5.2.c – Parent or Guardian Access to a Patient’s Medical Record	March 23, 2011	
5.3	Retention and Destruction of Records	
	5.3.a – Retention of Medical Records	March 23, 2011
	5.3.b – Retention of X-ray Film	March 23, 2011
	5.3.c – Retention of Laboratory Test Results	March 23, 2011
5.3.d – Destruction of Records, Computer Printouts Files, and Other Materials	March 23, 2011	
5.4	Forms Processing and Printing	
	5.4.a – Developing/Revising Public Health Forms	March 23, 2011
5.4.b – Reprinting Public Health Forms	March 23, 2011	
5.5	Vital Records	