


**COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES**

POLICY AND PROCEDURE MANUAL

SUBJECT: Highly Confidential Charts	POLICY NO: 01-15
SECTION: Administration	EFFECTIVE DATE: 10-19-16
REFERENCE:	PAGE: 1 of 2
AUTHORITY: Behavioral Health Director as the Local Mental Health Director and Alcohol and Drug Administrator	SUPERSEDES: 8-31-04
	APPROVED BY: 

PURPOSE: To establish a policy regarding how highly confidential medical records are handled to ensure that they are kept secure and confidential.

NOTES: A Highly Confidential Chart Request form (00-19) is included as Attachment I. A Highly Confidential Chart form (00-20) is included as Attachment II.

DEFINITIONS: Highly confidential charts are charts classified as highly confidential for the following reasons:

1. Charts of current ICBHS employees.
2. Charts of former employees (employees who have ceased employment within the last six (6) months).
3. Charts of relatives of current employees.
4. Charts of other individuals whose relationships to current employees are of a sensitive nature.
5. Charts of clients engaged in litigation with an employee or the Imperial County Behavioral Health Department.

POLICY: When it is determined an employee/client relationship exists (Refer to Policy 01-37), the clinical program manager will make the determination if the medical record is to be

classified as highly confidential and will complete a Highly Confidential Chart form (00-20) and attach it to the chart.

These highly confidential charts shall be kept in a locked file cabinet in the clinical deputy director's office.

For outlying clinics, the chart will be kept in the program supervisor's office. In the event the chart is restricted to the designated person, the chart will be kept by an alternative manager or supervisor.

Only the assigned staff directly involved in the case, the director, the deputy director, manager, and supervisor will have access to the chart.

An outcard will be placed in the Outpatient Clinic reception area indicating where the chart is located.

When a clinician, nurse, or mental health rehabilitation technician/specialist directly involved in the case requests the highly confidential chart, he or she shall complete a Highly Confidential Chart Request form and submit it to the clinical deputy director or designee. After the chart is reviewed, it shall be returned to the clinical deputy director or designee.

After the client is discharged from ICBHS, the clinical program manager or designee will submit the record to the supervisor of Medical Records to be filed in a locked cabinet designated for the highly confidential records.

The clinical program manager or designee shall handle any release of information requests that are received.

Insurance company requests for information will be handled as follows:

- A copy of the release of information for the insurance company will be forwarded to the clinical program manager or designee.
- A clinical program manager or designee shall mail out the client information to the insurance company.