


COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

POLICY AND PROCEDURE MANUAL

SUBJECT: Transporting Confidential Client Information	POLICY NO: 01-20
SECTION: Administration	EFFECTIVE DATE: 1-28-04
REFERENCE:	PAGE: 1 of 1
AUTHORITY: Local Mental Health Director	SUPERSEDES: 2-11-02
	APPROVED BY: 

PURPOSE: To identify the policy for safeguarding the confidential information in a client's chart during transport to another location.

NOTES: None

DEFINITIONS: None

POLICY: All confidential client information transported from one location to another must be secured in a locked portfolio, attache, or catalog case.

In the event staff return after business hours, confidential client information shall be secured overnight in a locked portfolio, attache, or catalog case in the trunk of the vehicle (county or personal). If the vehicle does not have a trunk, the case will be stored under the car seat, or concealed by camouflage. Staff will keep the keys to county vehicles overnight.

At the start of the next business day, the client information will be filed in the medical chart and the keys to county vehicles will be turned in at the security desk or to designated staff.