


COUNTY OF IMPERIAL  
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES  
POLICY AND PROCEDURE MANUAL

<b>SUBJECT:</b> Confidential Third-Party Information	<b>POLICY:</b> 01-54
<b>SECTION:</b> Administration	<b>EFFECTIVE DATE:</b> 6-9-03
<b>REFERENCE:</b> 45 CFR 164.524 (a) (2) ; 45 CFR 164.524 (d) 123105(d) Health Safety Code	<b>PAGE:</b> 1 of 1
<b>AUTHORITY:</b> Behavioral Health Director as the Local Mental Health Director and Alcohol and Drug Administrator	<b>SUPERSEDES:</b> New Policy
	<b>APPROVED:</b> 

**PURPOSE:** To establish a policy regarding the handling of information regarding a client given in confidence by a third party.

**NOTES:** None

**DEFINITIONS:** Health Care Provider: A provider of clinical services, including medical or behavioral services, for the care or treatment of a client.

Third-Party Information: Information given in confidence by a person other than another health care provider or the client.

**POLICY:** Staff obtaining information from a third party regarding a client shall file the information behind the last hard divider in the chart (See Policy 03.1-75, Chart Organization).

This information shall be removed from the record prior to inspection or copying (See Policy 01-66, Denial of a Request for Access to Protected Health Information).