

# BEVERLY FARM FOUNDATION

## POLICY & PROCEDURE

### “CONFIDENTIALITY OF RECORDS”

#### POLICY:

It is the practice of Beverly Farm Foundation to protect individuals Rights to Privacy by providing confidentiality of their records.

#### PROCEDURE:

- 1) The individual's record is the property of the Beverly Farm Foundation. It is Beverly Farm Foundation's responsibility to insure against loss, defacement, and tampering or use by unauthorized persons.
- 2) Beverly Farm Foundation respects the confidentiality of the individual's record both in and outside of the facility. Beverly Farm Foundation follows State and Federal regulations including compliance with the Health Insurance Portability and Accountability Act of 1996. (HIPAA)
- 3) Only Beverly Farm employees or providers directly involved in providing habilitative or medical services to a individual shall have access to the individual's served record.
- 4) Individual records shall be maintained in protected areas of buildings.
- 5) Records shall not be duplicated or information disseminated to unauthorized persons unless written consent of the individual served, if competent or the individual's legal guardian is first obtained.
- 6) Beverly Farm will also provide reasonable safeguards for protection of medical records information that is electronically transmitted including fax or computer.
- 7) The location and placement of fax machines and computers will be in locations deemed relatively protected from unauthorized use.
- 8) Medical information provided via computer (i.e.; lab work, hospital information, etc) will be accessible only to those staff with authorized passwords, in a "need to know" position.
- 9) Beverly Farm Foundation requests/releases only specific information which is relevant to our individual's current service needs and identified on the signed consent.
- 10) Beverly Farm Foundation includes information received from other agencies as part of our individual served record and we permit our individuals, parents, or legal guardian to see his/her record upon request. Xerox copies if allowed may be provided for a reasonable fee allowed by law.

- 11) Beverly Farm Foundation does not re-disclose information obtained from outside sources to other agencies or service providers, if indicated not for secondary release. Beverly Farm Foundation will provide information if allowed and a written authorization for such re-disclosure has been obtained from the individual served, and /or legal guardian.
- 12) The form and content of our current requests are in compliance with the guidelines of the Mental Health Developmental Disabilities Confidentiality Act State of Illinois, Department of Mental Health and Developmental Disabilities.
- 13) A discharge summary which includes findings, events, as well as diagnosis, prognosis, and recommendations for future programming will be prepared and given to the receiving agency. This responsibility shall be shared by social workers, nursing and QMRP.
- 14) At the time of discharge or death, the record is to be completed and placed in the inactive file
- 15) The inactive files will contain the files of deceased and discharged individuals. These will be kept in the inactive file for a period of 7 years, and then destroyed except for the face sheet or relevant information.
- 16) If the Facility ceases to operate, these files will be presented to the receiving agencies upon the written consent of the guardian.
- 17) Individual records removed from the Facility's jurisdiction and safe keeping, in accordance with a court order, subpoena or statute, will be the responsibility of the Executive Director and/or his/her designee.