

State of Iowa Department of Corrections Adult Correctional Institutions Policy and Procedures

Policy Number: HSP-303

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 6: Health Services

Sub Chapter: Health Record

Related DOC Policies: AD-CR-04, AD-PR-29

Administrative Code Reference: N/A

Subject: Confidentiality/Privacy of the Health Record

ACA Standards: 5-ACI-6C-03, 5-ACI-6B-10

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Authority:

1. PURPOSE

To document procedures for maintaining confidentiality and privacy of the Health Record for those patients admitted to the Iowa Department of Corrections.

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) to ensure confidentiality of a patients/patients' health record, and verbally conveyed health information, is maintained.

3. DEFINITIONS - See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

- A. It is the right of the patient/patient to be protected from improper dissemination of information contained in their medical files.
- B. It is the responsibility of the Nursing Services Director under the direction of the IDOC Health Services Administrator to ensure that patient records are properly secured and that employees, interns, students, & volunteers utilizing the medical files are aware of and adhere to established procedures regarding confidentiality under the laws of the State of Iowa. Access to the electronic

health record is controlled by the primary coordinator of the institution's health services.

- C. During their initial orientation period, all employees, interns, students & volunteers shall be trained in confidentiality issues and shall be required to sign a *Confidentiality Statement (AD-PR-29, Form 1)* stating they understand their responsibilities with regard to confidentiality of patients/patient's health records. This form is forwarded to the institutional Human Resources Personnel to be placed to be placed in the employee's personal file.
- D. Employees shall not discuss patients/patient's health information in front of other patients/patients or public places, i.e. hallway, break room, etc.
- E. Employee orientation program shall include discussion of the facilities policy on confidentiality.