State of Iowa Department of Corrections

Policy and Procedures

Policy Number: FPH-40
Applicability: Institutions
Policy Code: Public Access
Iowa Code Reference: 229, 812, 904
Chapter 10: Forensic Psychiatric Hospital
Sub Chapter: Hospital Record
Related DOC Policies: AD-CR-04, AD-PR-27, AD-PR-29, HSP-303
Administrative Code Reference: NA
Subject: Confidentiality of Forensic Psychiatric Hospital Files
PREA Standards: NA
Responsibility: Warden Mike Heinricy, Dr. Theresa Clemmons
Effective Date: November 2024
Authority:

1. PURPOSE

To ensure confidentiality of a patient's written or electronic health record, as well as verbally conveyed health information, is maintained.

2. POLICY

It is the right of the patient to be protected from improper dissemination of information contained in their hospital files.

3. PROCEDURE

A. It is the responsibility of the office of the Mental Health Director to ensure that patient records are properly secured and that employees, interns, students, and volunteers utilizing the hospital files are aware of and adhere to established procedures regarding confidentiality under the laws of the State of Iowa.

B. All employees, interns, students and volunteers will be required to sign confidentiality statement stating they understand their responsibilities with regard to confidentiality of patient's hospital records. These include the *IDOC Confidentiality Agreement* **(AD-PR-29 F-1),** the *IDOC Authorization Form* for the *ICON Case Management System **(AD-PR-29 F-2)** and the IMCC Employee, Intern, Student and Volunteer Confidentiality Statement*, (**MCC-AD-PR-29 F-1)**. Depending on the individual's scope of practice, the *IDOC Authorization Form* for the *ICON*

Medical System **(AD-PR-29 F-3)** may also need to be completed for specific access.

C. The hospital files must be stored in an assigned secure location.

D. Employees are not to discuss patient's health information in front of other patients or in public places (i.e. hallway, breakroom, etc.)

E. Employee orientation program shall include discussion of the facility's policy on confidentiality, and shall be updated in accordance with DOC Policy.