

CHAPTER 5

Security of Health Record Services Area

I. POLICY

The Health Record Services (HRS) Area shall be secured from unauthorized access. The HRS shall establish procedures to ensure that patient unit health records and information are safeguarded and protected from unauthorized access. HRS equipment and supplies shall be secure and protected from unauthorized use and potential harm. The HRS shall designate a limited number of health care staff to access the HRS area during off-duty hours.

Designated HRS staff shall be responsible for opening the area each business day, and securing the service area at the close of business.

II. PROCEDURE

A. The HRS Supervisor shall:

1. Designate HRS employees to lock and unlock the service area each business day.
2. Ensure that the HRS area is NEVER left unsecured, if unattended. The HRS Supervisor shall be responsible for providing adequate coverage of the service area, (e.g., during breaks, lunch, flexible work hours, absences).
3. Assign specific employees to "back up" these employees.
4. Assign keys to authorized HRS staff.

B. Other HRS employees shall gain access through key control procedures.

C. Authorized health care personnel shall have assigned keys to access the HRS during off-duty hours. Refer to policy: "Authorized Access to Health Record Services Area".

D. All other staff shall have limited, or no access and access shall be by key control.

E. All inmate workers shall be under direct and constant supervision by staff while in the HRS area.