

CHAPTER 15

Filing: HIV Test Results

I. POLICY

Health Record Services (HRS) shall ensure the confidential management of patient information. The results of human immunodeficiency virus (HIV) tests shall not be inadvertently released or available to unauthorized access. Access to this sensitive information is outlined in the policies, "Release of Health Information: HIV Test Results" and "Consent: HIV Test - Voluntary". Reports of HIV tests shall be incorporated into the "Laboratory and Pathology" section of the UHR and maintained separately within this section under a special insert labeled "Confidential-Special Test."

The HIV consents and counseling forms shall be incorporated into the "Public Health Section" of the UHR. HIV informational disclosures shall be released by the health record staff in compliance with existing laws.

II. PROCEDURE

A. Health record staff shall:

1. Ensure that the health care provider has acknowledged the results of the test by initialing the test results. Test results shall not be placed in open physician mailboxes.
2. File the HIV test results into the "Laboratory and Pathology" section of the UHR.
3. Incorporate all results of HIV test results under a separate insert labeled "Confidential-Special Test."
4. File results in chronological order, most recent on top.
5. Direct all requests for release of HIV tests to the HRS Supervisor.
6. Refer to policies, "Unit Health Record Organization of Contents" and "File Maintenance: Loose Filing" to incorporate any HIV consents for tests and HIV counseling reports.

B. NOTE: The patient has access to HIV test results. Refer to the policy, "Release of Health Information: Patient Access".