



521 4<sup>th</sup> Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

**POLICY AND PROCEDURE**

**MEDICAL RECORDS CONFIDENTIALITY POLICY**

2007

**PURPOSE:**

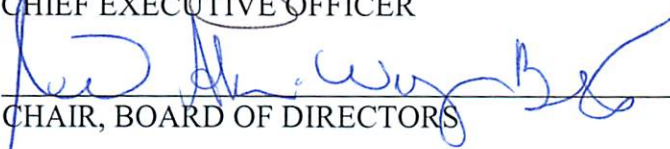
To maintain all medical records in a confidential manner in compliance with HIPAA and 42 CFR Part 2 standards.

**POLICY:**

1. Bullhook Community Health Center patients have the right to expect that all aspects of their care will be kept confidential and will be treated as such.
2. Bullhook Community Health Center staff and providers giving direct care or needing access to medical information for Clinic purposes may read and document in the patient’s medical record in compliance with HIPAA and 42 CFR Part 2 regulations.
3. Privacy will be established for patients during interviews, examinations or when sharing information by closing doors and/or speaking in low tones. Should any non-employee be present the disclosure of information will wait until that person has left the immediate area to discuss any medical information.
4. No verbalization of patient information will be shared in any manner with those not directly related to the care of the patient.
5. Discretion and adherence to privacy policies will be used in the exchange of patient information regarding telephone contacts.
6. Discretion and adherence to privacy policies will be used during any meeting requiring the exchange of patient information.
7. All Bullhook Community Health Center employees will sign a Statement of Confidentiality.
8. Any individual who through involvement with Bullhook Community Health Center may be exposed to patient information shall sign a Statement of Confidentiality. (Example: Volunteers, Auditors, Consultants, Supervisors, and Students).
9. Annual training in the maintenance of patient confidentiality will be required for all Bullhook Community Health Center employees.

  
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CHIEF EXECUTIVE OFFICER

Date: 11-24-05

  
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CHAIR, BOARD OF DIRECTORS

Date: 12-1-15

Date first adopted	11/17/2010
Date Revised/QI Board approval	11/17/2010, 05/27/2015
New date adopted/Board of Directors approval	11/22/2010, 06/08/2015