

<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  H-02	<b>PAGE NUMBER</b>  1 of 2
	<b>RELATED NCCHC/ACA STANDARDS:</b> P-H-02 (Essential)/ 1-HC-3A-03 (Mandatory)	
<b>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</b>	<b>SUBJECT:</b> CONFIDENTIALITY OF HEALTH RECORDS AND INFORMATION	
<b>EFFECTIVE DATE: 11/19/07</b>		<b>REVISED: 4/13/09; 8/13/2010</b>
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE: Health information and the health record are maintained in a manner to protect confidentiality.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary
- V. POLICY:
1. Active health records are maintained separately from institutional offender records.
  2. Health records are maintained in a locked area when not being used by authorized health care staff.
  3. Health information, i.e., allergies, chronic illnesses, etc., is not displayed on the outside of the health record jacket.
  4. Access to health records and health information is limited to authorized healthcare and BCHS staff.
  5. Access to health information by authorized healthcare staff is limited to that information contained in the health record that is necessary to provide appropriate healthcare, oversight and/or monitoring.
  6. Health information is confidential and will not be discussed with other healthcare staff above the extent required to provide appropriate healthcare or with BCHS as it relates to oversight and/or monitoring.

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER H-02	PAGE NUMBER 2 of 2
SUBJECT: CONFIDENTIALITY OF HEALTH RECORDS AND INFORMATION		

7. For intrasystem transfers between DOC sites health information is placed in a sealed transport container marked CONFIDENTIAL HEALTH INFORMATION for transportation.
8. Health information is only discussed or shared with security or program staff on a need-to-know basis, except for BCHS staff or as outlined in Disclosure of Personal Health Information.
9. Healthcare encounters are carried out in a manner and location that promotes confidentiality within the dictates of safety and security.
10. Health service staff receives training in confidentiality of health information during the vendors' orientation program.
11. Security staff members who may observe or overhear personal health information in the performance of security duties receive training in the preservation of confidentiality of personal health information.

**Approval:**

Date of Policy/Revision	BCHS Bureau Chief, James Welch, RN, HN-BC	Date	DOC Medical Director, Spencer Epps, MD, MBA	Date
8/13/2010		3 Sept 2010		3 Sept 2010

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-H-02.

National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-H-02

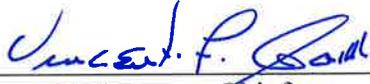
Performance-Based Standards for Correctional Health Care in Adult Correctional Institutions, First Ed, 2002, 1-HC-3A-03.

Related Sources:

16 Del. C. § 1203; 16 Del. C. § 1232; 11 Del. C. § 4322

<b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> H-02	<b>PAGE NUMBER</b> Review Addendum
<b>SUBJECT: CONFIDENTIALITY OF HEALTH RECORDS AND INFORMATION</b>		

I have reviewed this policy and it is currently under revision to reflect the electronic health record iCHRT.



Acting BCHS Bureau Chief  
Vincent F. Carr, DO, FACP



Date