

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Clinical
Policy Number: 47
Subject: **Clinical Record Control and Security**

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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that all clinical records will be maintained to assure control and security.

Purpose

To maintain control and security over clinical records.

To govern the storage, dissemination and accessibility of the clinical record.

To comply with the standards of regulatory agencies and acceptable practices of record management.

Application

All SCCMHA programs and sites maintaining a clinical record.

Definitions

Record Control: The central filing location must have knowledge of the location of the clinical record at all times.

Record Security: The contents of the clinical record must not be accessible to unauthorized users. This requires the clinical records to be stored in secure areas accessible only to authorized personnel. Clinical records must be secure at all times, including the time they are circulating for client care purposes out of the storage area.

Standards

1. The clinical records keeping system pertaining to control and security will consist of the following components:
 - a. Storage location of clinical record
 - b. Securing of the location of where the clinical records are stored

- c. Method of requesting and removing the clinical record from the storage location
2. Standard operating procedures will be established that address each of the identified components.
3. The clinical records keeping system will be maintained with oversight from the Medical Records Team Leader and Chief Operating Officer.
4. A mechanism will be established for the purpose of monitoring compliance with components of these standards. The monitoring system will provide information necessary to evaluate the effectiveness of these standards and to identify areas for improvement.

Approved by: *Jerry Walden*
Board Chairperson

 10/15/08
Date

 Scott Gilman
Chief Executive Officer

 10/15/08
Date

