



Monterey County Behavioral Health Policy and Procedure

Policy Number	408
Policy Title	Protection Of Sensitive Records
References	None
Form	None
Effective	February 1, 1987 Revised: August 15, 1997 Revised: October 1, 2008 Revised: September 15, 2011

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

Policy

Access to sensitive records in the EHR and stored paper records regarding those who are Behavioral Health Division employees, relatives or in close relationships to Behavioral Health Division employees, or are personally, publicly or socially known to other staff having access to routinely stored records, will receive special confidentiality protection.

Records of consumers known to be engaged in litigation against Behavioral Health Division personnel or Monterey County and any departments under County administration will also receive special confidentiality protection.

The purpose of this policy is to protect the legal rights of the consumer, facility and responsible practitioner, and to protect the consumer from invasion of privacy as a result of indiscriminate, unauthorized access to, and disclosure, of, confidential information.

Procedure

Access to sensitive charts will be maintained by the Behavioral Health Service Manager or designee. The primary clinician will be given accessibility to sensitive charts from the Behavioral Health Service Manager or designee for the purpose of providing services.

To the extent possible, Business Office transactions and records will be handled by the Business Office Supervisor (or designee) as suggested by or acceptable to the staff member in question. Unavoidable deviations from this will be handled by the workers involved with the utmost concern for privacy and confidentiality.