

Procedures: Medical Records Storage

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Sumlar Therapy Services, Inc.

Patient records are private and are to be protected according to HIPPA regulations.

Patient records are to be locked away from public view. While using the records, employees should take appropriate precautions to shield patients' private information from public view.

In the clinic, patient records, including those kept in notebooks, should be locked in steel cabinets.

To prevent loss, permanent patient files should not be removed from the front office. Employees may review a file while remaining in the room, or may copy a report if necessary. (Remember: Evaluations are also stored on the computer network and can be accessed electronically as well.) A therapist may remove **ONLY** a patient's test booklet to retest when needed.

In the field, due to the nature of the work, therapists may also have patient records in their cars, schools, patient homes and personal homes. Keep the records/notebooks out of sight and keep the vehicle locked. Take care of patient records. Guard from theft or misuse. Do not leave in plain view of others or unattended.

Loss of patient records should be reported immediately to the Office Administrator or the Executive Director. The therapist should make every effort to recover the records. The Office Administrator or Executive Director will follow current HIPPA guidelines concerning the notification of those affected.