



Name of Policy	Patient Records – Use and Removal, Conditions for Release of Information, Authentication of Computerized Records	Number 5.5.2.10.6.7.11
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Policy Statement:	Provides a process for the use and removal of records and condition for release of information. Provides a process of authentication of computerized records.
5.5.2.10 Procedure:	Care at Home will maintain patient records using computerized and paper formats. All patient records will be available for review by authorized persons; otherwise patient records shall be held confidential and will be secured. Care at Home will obtain the consent of the patient or patient’s representative, if the patient is incapable of making decisions, before any personal information is released from the patient’s record as authorized by these regulations or state law. Care at Home will also comply with federal regulations governing the privacy of patient records, including the Health Insurance Portability and Accountability Act. Care

	<p>at Home policy is that computerized records will be authenticated by requiring that prior to any reliance on outside records or disclosure to an outside entity, the identity of the person requesting or providing computerized records and the authority of any such must be verified if the persons identify or authority is not known to the person receiving or providing the computerized record. Knowledge of the person can take the form of a known place of business, address, phone or fax number, as well as a known human being.</p>
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Signature:	Name:	Date of Review: