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|  <b>BAY OF PLENTY</b><br>DISTRICT HEALTH BOARD<br>HAUORA A TOI | Policy Name: <b>Health Records Management</b><br>File Name: 2.5.2 | Policy No: 2.5.2<br>Issue Date: Jul 2021<br>Review Date: Jul 2024 |
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## HEALTH RECORDS MANAGEMENT

### POLICY STATEMENT

It is the Bay of Plenty District Health Board's (BOPDHB) aim that health records are managed in a way that maintains consumer confidentiality, record security, prevention of unauthorised use, and allows for complete and accurate health records to support informed and co-ordinated decision-making to achieve effective health outcomes for the patient / client.

### EXCLUSIONS

- Non-Bay of Plenty District Health Board patient / client health records
- BOPDHB staff health records relating to employment

### REFERENCES

- Health Information Privacy Code 2020
- Standards New Zealand, NZS8153:2002 Health Records
- Public Records Act 2005
- Health Act 1956
- Official Information Act 1982
- The Code of Health and Disability Services Consumers' Rights
- Mental Health Act (Compulsory Assessment and Treatment) 1992
- Health (Retention of Health Information) Regulations 1996

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.5.2 Protocol 1 Health Record - Standards
- Bay of Plenty District Health Board policy 2.5.2 Protocol 2 Health Record - Content and Structure
- Bay of Plenty District Health Board policy 2.5.2 protocol 3 Health Record - Access to Personal Health Information
- Bay of Plenty District Health Board policy 2.5.2 Protocol 4 Health Record - Transportation by BOPDHB Staff
- Bay of Plenty District Health Board policy 2.5.2 Protocol 5 Health Record - Retention and Destruction of Inactive Health Information
- Bay of Plenty District Health Board policy 2.5.2 Protocol 7 Health Record - Inpatient Care Pathways
- Bay of Plenty District Health Board Approved Abbreviations List
- Bay of Plenty District Health Board policy 2.5.1 Health Information Privacy
- [Bay of Plenty District Health Board Release of Personal Information Request form](#)
- Bay of Plenty District Health Board General Disposal Authority

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| Manual Name: Organisational Policy<br>Section Name: Health Information | Page 1 of 1<br>Version No: 4         | NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version. |
| Policy Steward: Senior Advisor, Governance and Quality                 | Authorised by: Chief Medical Officer |  |