

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>HEALTH RECORDS PROTOCOL</p>	<p>HEALTH RECORD – TRANSPORTATION BY BOPDHB STAFF</p>	<p>Policy 2.5.2 Protocol 4</p>
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STANDARD

Health records, when being transported for whatever reason, are kept confidential and secure as required by the Health Information Privacy Act 1994.

The health record includes every aspect of the healthcare provided to an identifiable patient / client, and may be either a single file, multiple files, hard copy (e.g. paper-based) or electronic (digital, audio, video etc) and is held by an organisation, service provider, or the patient / client themselves. This may also include radiology films. This may also be referred to as Clinical Record, Electronic Health Record, Client File, Clinical File, Medical File / Record, Patient File, Patient Notes, Electronic Health Record or Case Notes. This excludes health staff working notes and notes in staff diaries.

OBJECTIVE

- To ensure the safety, security and confidentiality of all health records required for consultation with and treatment of clients / patients at any location used by Bay of Plenty District Health Board (BOPDHB) staff.
- To comply with legislation.
- To manage potential risk and provide clear expectations of staff when health records are being transported by staff to patients / clients in the community, or when staff are transporting files to other locations.

STANDARDS TO BE MET

1. Health records should not be taken offsite, but there may be some occasions where this is necessary e.g. offsite clinics; offsite dispute resolutions; autopsy.
 - 1.1 Staff members taking health records into the community must be made aware that they are responsible for the patient / client file while it is in their care and that any misplaced record / file may constitute a breach of conduct.
 - 1.2 There should **NEVER** be a reason to have access to a health record outside of a usual working function as that would constitute a breach of our work related need to know. Any requests for this to happen should be run by the Privacy Officer or Privacy Co-ordinator and then the notes should be annotated accordingly – on the electronic record.
2. All health records being transported must be tracked in the patient management system. The minimally integrated health record available at present through WebPAS shows where all the patient's notes are stored so they can then be tracked by Health Records.
3. Every reasonable attempt must be made to ensure the security of the health record while it is being transported.
 - 3.1 Health records must be kept out of view to avoid names or other identifiable information being revealed to the public.
 - 3.2 Health records should be transported in a secure lockable container / bag.
 - 3.3 Health records should be kept as complete as possible to prevent paperwork falling out.

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Protocol Steward: Records Manager and Privacy Co-ordinator	Authorised by: Senior Advisor, Governance and Quality	

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4. Health records held overnight
 - 4.1 When a staff member holds the health record overnight this must be with the prior permission of the staff member's line manager and the agreement documented. The health record must then be made secure e.g. locked in the car boot, and the car parked in a locked garage. Unless the vehicle is parked in a locked garage, with no third-party access, the records should not be left in the boot overnight.
 - 4.2 If the health record is removed from the vehicle overnight and taken into the employee's residence it must be in the secured lockable container / bag and kept out of sight of other residents and visitors in the house. The health record must also be placed in a safe place where it cannot be soiled or accidentally destroyed.
5. Health records must be returned immediately when they are no longer required ensuring they are not kept offsite for any longer than necessary. They must be tracked back into the patient management system.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.5.2 Health Records Management
- Bay of Plenty District Health Board policy 2.5.1 Health Information Privacy

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