

## HEALTH RECORDS MANAGEMENT

### POLICY STATEMENT

It is the Bay of Plenty District Health Board's (BOPDHB) policy 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
- Cervical Screening Service patient / client health records
- School Dental Service patient / client health records
- Sexual Health Service patient / client health records
- BOPDHB staff health records relating to employment

### REFERENCES

- Health Information Privacy Code 1994 and amendments
- Standards New Zealand, NZS8153:2002 Health Records
- Public Records Act
- Health Act 1956
- Official Information Act 1982
- Code of Health and Disability Consumers Rights (Right 2).
- Mental Health Act 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 policy 2.5.2 protocol 8 Health Record - Abbreviations List
- Bay of Plenty District Health Board policy 2.5.1 Health Information Privacy



Policy Name: **Health Records Management**

File Name: 2.5.2

Policy No: 2.5.2

Issue Date: May 2014

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- Bay of Plenty District Health Board Personal Information Request (8264) – *viewable only. Order through Design & Print Centre*
- Bay of Plenty District Health Board General Disposal Authority

Manual Name: Organisational Policy  
Section Name: Health Information

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Policy Steward: Director of Nursing

Authorised by: Medical Director

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