

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p> <p><b>HEALTH RECORDS PROTOCOL</b></p>	<p><b>HEALTH RECORD – TRANSPORTATION BY BOPDHB STAFF</b></p>	<p><b>Policy 2.5.2 Protocol 4</b></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; autopsies.
  - 1.1 If a staff member needs to have a health record offsite, and it is not because of their usual working functions, the staff member must alert their line manager and get permission for this to happen. The manager must document this agreement and state the intended use, occasion, and length of time the record / file will be required to be offsite.
  - 1.2 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.
2. All health records being transported must be tracked in the patient management system, and if unable to be tracked electronically, must be signed in and out using a manual system.
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 container or bag, or covered appropriately.
  - 3.3 Health records should be kept as complete as possible to prevent paper-work falling out.
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.

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<p>Protocol Steward: Regional Manager, Clinical Support Services</p>	<p>Authorised by: Director of Nursing</p>	

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The health record must then be made secure e.g. locked in the car boot, and the car not parked in a public area.

- 4.2 If the health record is removed from the vehicle overnight and taken into the employee's residence it must be secured 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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