

Department:	Medical Records		
Document:	Internal Policy and Procedure		
Title:	Confidentiality, Integrity and Security Maintenance Policy		
Applies To:	All Medical Records Staff		
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1. PURPOSE:

- 1.1 To establish mechanism that maintains the medical record's confidentiality, integrity and security during storage.

2. DEFINITIONS:

- 2.1 **Medical Records Confidentiality**- not to disclose the information in the patient's medical record.
- 2.2 **Medical Records Integrity**- keeping all medical records contents as one unit.
- 2.3 **Medical Records Security**- protection against loss, theft, taken by the unauthorized staff, alterations or destruction.

3. POLICY:

- 3.1 The policy addresses how confidentiality, integrity, and security of the records will be maintained during storage.
- 3.2 For electronic medical file, all records are safe, as it is not allowed to access by any unauthorized health personnel only those authorized.

4. PROCEDURE:

- 4.1 Confidentiality:
 - 4.1.1 Medical records department only releases the patient's record to the authorized staff only.
 - 4.1.2 All hospital staff must sign the hospital confidentiality statement.
 - 4.1.3 Labelling the medical record cover by the statement "confidential document".
- 4.2 Integrity of medical record is maintained by:
 - 4.2.1 Medical records staff reviews the completeness of the record and assemble all the forms inside the file.
 - 4.2.2 All related radiological and laboratory reports are mounted in the respective parts of the record.
 - 4.2.3 The medical records are kept in the specified locations and not to be moved except by the assigned staff.
- 4.3 Security:
 - 4.3.1 No entry to the medical records storage area except for the medical records staff.
 - 4.3.2 Door secured by a code number which is not disclosed to others.

5. MATERIAL AND EQUIPMENT:

5.1 N/A

6. RESPONSIBILITIES:

6.1 Medical records staff

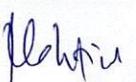
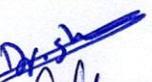
7. APPENDICES:

7.1 N/A

8. REFERENCES:

- 8.1 CBAHI Standard 3rd Edition, 2016.
- 8.2 Ministry of Health Medical Records Policies and Procedures, 2005.
- 8.3 King Khalid General Hospital, 2016

9. APPROVALS:

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