

Department:	Medical Records		
Document:	Administrative Policy And Procedure		
Title:	Medical Records Protection Policy		
Applies To:	All Medical Records Staff		
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1. PURPOSE:

- 1.1 To define the processes those provide protection of the medical records in the medical records department.

2. DEFINITIONS:

- 2.1 **Medical Records** – defined as a legal document providing a chronicle of a patient's medical history and care. Physician, nurse practitioners, nurses and other members of the healthcare team may make entries in the medical record.
- 2.2 **Protection of Records**- Patient records and other data and information are secure and protected at all times. For example, active patient records are kept in areas where only authorized professional staffs have access, and records are stored in locations where heat, water, fire or other damage is not likely to occur

3. POLICY:

- 3.1 It is the policy of Maternity and Children Hospital, Hafer Al Batin to prevent loss, theft and alterations or destruction of the medical records.

4. PROCEDURE:

- 4.1 Only authorized staff can access patient electronic file when needed or during admission as it is being protected.
- 4.2 For paper record its protected as follows:
- 4.1 Protection from loss:
- 4.1.1 All documents and forms containing patient information are kept in one medical record.
 - 4.1.2 All new patients attending Emergency department will have a new file opened for them regardless of the possibility of admission or not. Emergency department forms are sent to medical record department to be kept in the patient medical record, if not admitted but have an old file.
 - 4.1.3 Video recordings and photos are kept in the medical record (as a part of it) after labelling it with patient name (four names for Saudi and complete name for Non – Saudi) and the medical record number.
 - 4.1.4 Departments in which video recordings and photos are used (e.g. OT, endoscopy, radiology, OPD etc.), they should keep a registration book to document these recordings, the patient may be given a copy only and these recordings are sent to medical records the very next day to be kept in the patient medical record.
 - 4.1.5 Medical records department will release only when there is a written request from the nurses in OPD, ED and important areas, mortality and morbidity committee chair and or request approved by Hospital Director registered in the computer and must be checked when returned.
- 4.2 Protection against theft:
- 4.2.1 Only medical records staffs are permitted to enter the department.

- 4.2.2 Secured door by code number only known to the department staff i.e. not allowed to be disclosed to others.
- 4.2.3 There must be assigned staff on duty to cover 24 hours per day and 7 days in a week.
- 4.3 Deliberate, alter, take record without authorization and/or destroy any parts of the records: As all the hospital staff has signed the hospital code of conduct, any staff who commits any of the violations mentioned in point number (4.2) of this policy will be dealt with according to the Government Article of Employees Punishment.

5. MATERIAL AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Medical Records Staff

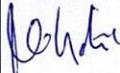
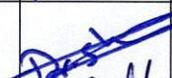
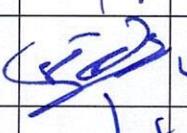
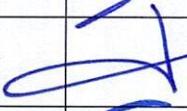
7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Ministry of Health Medical Records Policies and Procedures, 2005.
 8.2 King Khalid General Hospital, 2016.
 8.3 <https://www.slideshare.net/pupaikarmakar3/medical-records-ppt>.

9. APPROVALS:

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