



TITLE: | CONFIDENTIALITY OF RESIDENT INFORMATION | POLICY 4.03

Authority: WAC 388-78A-2400

PURPOSE:

Describes the policy of keeping resident information private.

SCOPE:

All residents, employee and volunteers.

POLICY:

All resident information will be held in the strict confidence and is accessible only to authorized staff, the resident, authorized authorities and individuals with resident's approval in accordance with applicable state and federal law. It is the facility policy to share information between professionals to obtain and support continuity of care between providers.

When services are provided by outside contracted agencies, collaboration will occur between the outside agency and the facility regarding treatment plans, progress, in-home therapies and observations.

PROCEDURE:

1. All resident records are secured. These records will be accessible only to authorized staff, appropriate authorities, or approved resident/family members.
 - a. Resident financial records are located in the Point Click Care (PCC) and accessible by contacting the Office Manager.
 - b. Resident health records are located in PCC and accessible through the Administrator.
2. The facility will maintain the resident records, plans of care, health care information and any medical care information in the confidential files.
3. The facility will allow authorized representatives from the Department of Social and Health Services or other approved regulatory agencies access to resident records.

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4. Individuals or organizations will have access to resident's records only with the written consent of the resident or legal representative.

5. Resident health care records will be retained for at least five (5) years after the resident moves/leaves the facility. The first six months following discharge, the resident's records will be maintained on the facility premises; the records may be stored on or off the premises after this time.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES



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