

POLICY and PROCEDURE

Title: Electronic Patient Files – Management of **No. 18**
Area: Clinic
Date Reviewed: March 2014

Purpose:

- To ensure total confidentiality of personal and clinical information in accordance with the Privacy & Personal Information Act 1998 and Health Records & Information Privacy Act 2002.

Scope:

- The SCU Health Clinic is currently investigating moving to a common filing system for Medical, Counselling & Disability, however, allied health and student-led clinics will continue to use Visual Outcomes. This policy will be reviewed in light of any future changes to the current designated clinic secured filing systems.

Policy:

- No patient / client information is to be unattended or stored in any other format except in the designated clinic secured filing systems. Currently this is Medical Director, for general practice (GP), Filemaker for Counselling, Excel for Disability and Visual Outcomes for allied health and student-led clinics. It is inappropriate that information is kept on any other program. E.g. Patient/client information MUST NOT be saved to desktop or in personal files. .

Procedure:

- If notes are taken in another program the notes need to be printed, deleted and then scanned into the Visual Outcomes programme to be attached electronically to the client's medical file. Only then is this information automatically saved and encrypted by the University Information Technology department in accordance with legislation requirements.

Supervisors and mentors are responsible for implementing this policy.

YOUR PERSONAL SAFETY SHALL BE THE PRIORITY AT ALL TIMES

Related Legislation:

Infection Control AS4187
OHS Act 2000
National Safety & Quality and Health Service Standards
Privacy & Personal Information Act 1998
Health Records & Information Privacy Act 2002
Clinic Management Committee
Clinical Governance Board

Reference / Consulting Body:

Next Review Date:

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