

POLICY and PROCEDURE

Title: Privacy and Confidentiality **No. 03**
Area: Clinic
Date Reviewed: Aug 12

Purpose:

- To ensure the privacy and confidentiality of all patients / clients who enter the facility for treatment or advice.

Policy:

- All medical records or personnel records shall only be accessed by staff or students for the specific purposes under their scope of practice. All information that may be required for discussion purposes shall be de-identified to protect the identity of staff and client. No medical or personnel record shall be removed from the clinic without prior approval by the relevant management authorization. This policy shall be read in conjunction with the University policy.

Procedure:

- All medical records shall only be accessed by staff as required for consultation or administration.
- No students shall access medical records other than those they require to perform their duties.
- Staff shall ensure all medical records are kept in the “Medical records Room” unless in use by the practitioner or student.
- No medical records shall be left unattended in a public area.
- No medical records shall leave the SCU Health Clinic without appropriate authorisation / management approval. This shall be documented for tracking and retrieval purposes.
- Staff and students shall adhere to “Privacy Policy and Legislation”.
- Medical record information requested or forwarded to another provider shall be completed on the “Consent to Provide Medical Records/ Results”.
- All medical records removed from the medical record rooms, and not required for that days client work load, shall be accounted for on the File Register Form located at the front reception.

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

Reference / Consulting Body:

Clinic Management Committee
Clinical Governance Board