

# HEALTH RECORD CONTENT, FORMAT, CONFIDENTIALITY AND RETENTION

STANDARD NO(S):

NYSSA# 162, 164

DATE:

December 31, 2009

REVISED: 08/16/2019

REFER TO:

Donald Borland

## I. OBJECTIVE:

To establish the Seneca County Correctional Facility's policy for health record management and retention.

## II. POLICY:

It is the policy of the Seneca County Correctional Facility to maintain and retain inactive inmate health records pursuant to the legal requirements of the State of New York. When inmates are readmitted to the Correctional Facility, their health records from previous incarcerations are reactivated and reviewed by qualified health service staff.

- A. A receiving facility shall request detailed summaries of inmate medical and psychiatric records necessary and relevant for the compliance with this part or for the timely and the effective medical evaluation or treatment of an inmate from health care providers to the extent such sources are relevant and known by the receiving facility.
- B. Whenever detailed summaries of inmate medical and psychiatric records are requested pursuant to this part, the information source facility shall send such detailed summaries only to the attention of the facility medical director.

## III. DETAILS:

- A. All health records are retained by the facility when the inmate is released or sent to another facility.
- B. When inmates are released, their health record is sent to the inactive record area where it is retained, with other inactive records, in an organized manner that affords retrieval should the inmate return.

- C.** Transfer summaries are sent with the inmate, in a sealed confidential envelope, when inmates are sent to other facilities outside of the system or will require continued care in the community.
- D.** A copy of the health record may be forwarded to another facility or to outside providers when there is a signed consent to release health record from the inmate.
- E.** All health records, copies of Medical Records and Transfer summaries are forwarded in sealed envelopes clearly marked as confidential information.
- F.** When a request for medical records from an inmate's attorney is received, such request is forwarded to the Sheriff for further processing.

**IV. CONFIDENTIALITY:**

- A.** Information however received, pursuant to this part, which is confidential as required by law, shall be kept confidential by the party receiving such information and by any limitation on the release of such information imposed by law upon any party furnishing the information shall also apply to the party receiving such information.
- B.** Any disclosure of confidential material made pursuant to this part shall be limited to that information which is necessary in the light of reason for disclosure.
- C.** The Chief Administrative Officer (Corrections Administrator) and the Medical Director of each local facility shall develop and implement policies and procedures to ensure the safekeeping of all confidential records.