 Department of Health Government of Nunavut	<b>NURSING POLICY, PROCEDURE AND PROTOCOLS</b>		
	<b>Community Health Nursing</b>		
<b>TITLE:</b>		<b>SECTION:</b>	<b>POLICY NUMBER:</b>
Health Record Control		Communications	06-007-00
<b>EFFECTIVE DATE:</b>	<b>REVIEW DUE:</b>	<b>REPLACES NUMBER:</b>	<b>NUMBER OF PAGES:</b>
February 10, 2018	February 2021		1
<b>APPLIES TO:</b>			
Community Health Nurses			

**POLICY:**

When a chart is removed from the filing system in the health centre, an "OUT-guide" shall be placed in its place. A sign out sheet shall be completed and inserted into the "OUT-guide" to identify which staff member signed out the chart and the date.

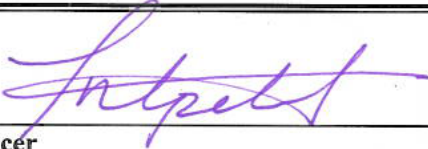

Client records must be kept secured at all times. At the end of a scheduled shift, all health records must be returned to the locked health records area.

Client records shall not be removed from the health centre clinic except in extenuating circumstances whereby authorization has been received from the Health Records Manager, Supervisor of Health Programs or Director of Health Programs.

**PRINCIPLES:**

Every client health record file should be readily accessible and available.

Health records must be safeguarded from avoidable loss and breach of confidentiality.

Approved by:  Chief Nursing Officer	11 FEB 2011 Date	Effective Date:  April 1, 2011
 Deputy Minister of Health and Social Services	February 11, 2011 Date	