
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HIM-0003
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department HEALTH INFORMATION MANAGEMENT SECTION
Policy Title: POLICY ON RELEASE OF INFORMATION TO NURSES		Page No 1 of 1
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OBJECTIVE: To keep the confidentiality of the patient's records and to safeguard the fundamental human right of every individual to privacy while ensuring free flow of information for innovation, growth, and national development.

COVERAGE: This Section and Nursing Service

RESPONSIBILITIES:

It shall be the responsibility of the Medical Records Officer or his authorized representative to release Patient's medical record / information to the chief of the nursing Division or to his authorized representative upon the chief nurse's request only for case presentation purposes.

POLICY: This policy shall ensure confidentiality and security of records.

PROCEDURES:

- I. The Chief Nurse may borrow medical records for purposes of individual conference.
- II. Supervisors and Head Nurses may review medical records in the Medical Records Section/HIM Section. They may not take the record out of the office except for conferences. Records are to be prepared by the Medical Records Officer or his/her representative and brought to the conference room shortly before the meeting starts.
- III. Private Nurses may review records for their assigned case studies only in the Medical Records Section upon approval of the Chief Nurse.
- IV. Student nurses may review records for their assigned studies only in the Medical Records Section upon approval of the Chief Nurse. They are not allowed to replicate or photocopy patient's records.

Date of Implementation:

1979

Date Reviewed:

2003, July 2018, August 2022