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|  OSPITAL NG PARAÑAQUE  | | Document Code: OSPAR-ADM-HIM-0002 |
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| ADMINISTRATIVE DIVISION APPROVAL MATRIX | | Section / Department |
| Policy Title: POLICY ON RELEASE OF INFORMATION TO DOCTORS | | HEALTH INFORMATION MANAGEMENT SECTION |
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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, the Chief of Clinics and all physicians

RESPONSIBILITIES:

- I. It shall be the responsibility of the head of this section to monitor the effectiveness of this policy.
- II. It shall be the responsibility of the Medical Staff to secure the requirements necessary to access a patient's record.

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

PROCEDURES:

- I. The consent of the attending physician for release of Medical Information is technically not needed. The privilege against disclosure belongs to the patient and not to the treating physician. But as a matter of courtesy, whenever possible, the attending physicians will be notified of any request to review or photocopy the entire medical records of the patients or any type of request in which there is a suspicion that the patient is contemplating charges against the doctor.
- II. Physicians who make inquiries about patients not under their care must present proper authorization to the medical records officer.
 - a. Doctors shall present to the Health Information Management Officer/Medical Record Officer or his duly authorized representative an authorization coming from the patient.
- III. Doctors may not give authorization to insurance companies or attorneys to review records.
- IV. Records required for medical conferences or department meetings are to be signed out (Borrowers logbook) on the day of meeting. The Medical Records Officer or his representative will prepare and bring the chart requested to the conference room. The consultant/resident, physician, or nurse who signed out for the charts should see to it that the records do not circulate after the conference has officially terminated. Records should be returned to the Medical Records Section right after the meeting.