

	QuXAT Quality Management System		Document No:	QUXAT/SOP/54
	Title	Ethics & Patient Confidentiality	Page No:	Page 1 of 1

1. PURPOSE

To ensure that the patient personal data and test results are maintained confidential

2. SCOPE

This procedure is applicable to all the patient data collected and generated in the Hospital.

3. REFERENCE

Pre-Accreditation Entry Level standards for Healthcare Organizations - First Edition

4. RESPONSIBILITY

Quality manager, Hospital Staff, Doctors and Medical Superintendent

5. PROCEDURE

5.1.1 All employees are governed by the ethics of the organization, which include maintenance of confidentiality, and are required to respect the same. Violation of the same is not acceptable to the organization.

5.1.2 Training is given to employees on ethics of Hospital medicine and its importance.

5.1.3 The registration of the patient involves collection of only the relevant personal and clinical data relevant for conducting the investigation. Personnel involved in collection and generation of patient data are educated about the importance of confidentiality of the patient information

5.1.2 Staff ensures that patient data in the Hospital are protected in a suitable manner to avoid access of the data to persons not concerned/ authorized. QM ensures that the records are stored in confidence and made accessible to the authorized personnel only

5.1.3 In order to ensure confidence in the operations of the organization and avoiding reporting results having low validity non-standard requests are not accepted at the reception. If any such requests come from users, they are examined by Quality Manager to ensure validity before acceptance.

5.1.4 In case of special request for keeping the information generated with additional confidentiality, like involving forensic investigations, samples are coded and issued for testing. All such codifications are maintained by QM.

5.1.5 Staffs are trained in such a way that they will not fail during financial or political pressures

6. RECORDS

The following records are maintained by the agencies, in the format mentioned, for the period defined

S. No	Record	Responsibility	Review Period
1.	Confidentiality document	HR Manager	1 year

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