

FACULTY PRACTICE GROUP – Ambulatory Operations

STANDARDS AND GUIDELINES

**SECTION:** Code of Conduct

REFERENCE #:

SUBJECT: Confidentiality

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APPROVALS: FPG: CAO-SC: APCA: EAC:

EFFECTIVE:

PURPOSE:

The passage of federal regulations (the Health Insurance Portability and Accountability Act of 1996) was prompted by the need to ensure privacy and protection of personal records and data in an environment of electronic medical records and third-party insurance payers.

Confidentiality is the right of an individual to have personal, identifiable medical information kept private. Such information should be available only to the physician of record and other health care and insurance personnel as necessary. As of 2003, patient confidentiality was protected by federal statute.

POLICY:

It is of utmost importance that complete confidentiality of all patient information is maintained. Patient information must not be accessed, discussed or provided to any individual/s or outside agencies, including law enforcement, unless it is authorized (subpoena) or requested in writing by the patient or the patient's legal representative via Medical Records. Access of patient's information is authorized only if the access is necessary for the performance of the staff member's normal work functions.

REFERENCE: UCLA HIPAA**REVISION HISTORY**

Effective Date:

Review Date:

Revised Date: