

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

REQUEST AND RELEASE OF HEALTH RECORDS

Title 15, Section 1408, 1408.5; NCCHC

Authority:

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Purpose:

To establish guidelines regarding the health records of youth residing or who have resided in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) and ensure the health records are requested and/or released in accordance with local, state, and federal regulations.

Responsibilities:

I. Medical Services/ Forensic Adolescent Services Team (FAST) Personnel:

A. Process all requests for health care records as follows:

1. Obtain the required signatures of the youth and witness for the health record, when applicable.
2. Submit the form to the agency from which the records are being requested and include the following:
 - a. Medical Consent: Order Permitting the Administration of Psychotropic Medications-W&I 602 if requested by a mental health provider or;
 - b. Medical Consent: Order Permitting Medical Examinations, Immunizations, and Medical Treatment if requested by a medical provider.
3. Complete a Health Record Request Tracking form and place in the designated area for medical and mental health services for tracking and follow-up.
4. Document pending request in the health record in the event a youth is transferred inter-facility.
5. In the event the request records are not received by seven (7) days after the date of the initial request, re-send the request.
6. In the event the requested records are not received within two (2) weeks from the date of the initial request, chart check the status of non-receipt with the physician/provider or psychiatrist.
7. Ensure physician-to-physician requests are signed by the physician/provider, psychiatrist or facility clinical staff before requesting health records.

B. Process all releases of health records requested from outside agencies, providers, and parents/guardians as follows:

1. Obtain the signature from the youth/parent/legal guardian for the Authorization for Release of Information when applicable.
2. Complete a Health Record Request Tracking form and place it in the designated area for medical and mental health services for tracking and follow-up.
3. Submit all requests for release of health records and the records to be released to the Supervising Correctional Nurse/FAST Clinic Supervisor for review and approval before releasing.
4. Scan the received request in the youth's health record and complete documentation to identify the records that were released.

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- C. Release approved health records as follows:
 - 1. Only the specific records that are requested.
 - 2. Only those that are generated by the respective departments (Medical/FAST).
 - 3. Identify the individual to whom the records are being released via driver's license/legal identification card and obtain a copy of the identification before providing the records.
 - D. Transfer of health care summary and records shall be processed as follows:
 - 1. Summary of the health record or documentation that no record exists shall be prepared prior to or at the time of transfer.
 - 2. Forward relevant health records to the health care staff of the receiving facility.
- II. Supervising Correctional Nurse /FAST Clinic Supervisor/Designee:
- A. Release health records requested from an outside provider for continuity of care.
 - B. Notify the Health Service Manager/Juvenile Justice Program Manager:
 - 1. When records are being requested for legal purposes.
 - 2. Before releasing health records.
 - 3. Forward request to Health Services Manager for approval.
 - C. Review health records and release form request to ensure accuracy.
- III. Health Services Manager/Juvenile Justice Program Manager/Designee:
- A. Review health records requests and authorize the release of information when appropriate.
 - B. Consult with County Counsel and/or the Professional Standards Unit before releasing health records when deemed necessary.
 - C. Monitor compliance with this procedure by periodic review of logs, incident reports, safety reviews, and other safeguards conducted in the normal course of business on a weekly, monthly, and yearly basis.

Guidelines:

- A. Licensed health care staff may request records from an outside agency without the order of a physician/provider or psychiatrist for continuity of care.
- B. Release of immunization records does not require authorization from a youth/parent/legal guardian.
- C. Health care summary and relevant records are forwarded to health care staff in receiving facilities when a youth is transferred to another jurisdiction, and to the local health office, when applicable.
- D. After youth are released to the community, health record information shall be promptly transmitted to specific physicians or health care facilities in the community, upon request and with the written authorization of the youth and/or parent/guardian.
- E. Maintain confidentiality of health records.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities - Title 15, Section 1408, 1408.5

National Commission on Correctional Health Care (NCCHC)


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Title 15, Section 1408, 1408.5

References:

Medical Consent: Order Permitting the Administration of Psychotropic Medications-W&I 602
Matters

Medical Consent: Order Permitting Medical Examinations, Immunizations, and Medical
Treatment

Issued by:



Tracy Reece, Chief Probation Officer

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