

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	Organization Focused Functions
CHAPTER 9:	Management of Information
PROCEDURE: 9.29	Transporting Medical Records and Documents Containing Patient Protected Health Information
REVISED:	02/27/14, 4/5/17, 4/26/18; 11/16/18
Governing Body Approval:	11/19/18(<i>electronic vote</i>)

Purpose:

To ensure all medical records and documents containing patient protected health information (PHI) are adequately secured to ensure patient information is not exposed to unauthorized individuals.

Scope: All Connecticut Valley Hospital (CVH) Employees

Policy:

All CVH employees must properly secure medical records and other documents containing PHI when transporting records/documents on or off hospital grounds. Medical records and other documents are transported in a locked courier bags or locked tote boxes whenever they are taken out of a building. During transport the courier bag must be locked with the key removed. The key must be carried by the employee and may not be attached to the bag in any way.

Procedure:

MEDICAL RECORDS: All CVH employees must properly secure medical records when transporting medical records out of the patient care buildings. Medical records are transported in a locked courier bags or locked tote boxes.

- **Large courier bags** are assigned to each patient unit for transporting medical records from patient buildings to locations on and off hospital grounds.
 - Each bag has a control number assigned to each unit. The courier bag must be signed out/returned when used to transport medical records. The bags will hold 2 medical record binders
- **Large tote boxes** may be obtained from the HIM office located in each patient building.
 - Plastic tote boxes are used for larger volumes of records or documents needing to be transported from patient buildings to locations on and off hospital grounds.
- **Transporting Medical Records includes, but is not limited to:**
 - Transfers to another patient building on campus
 - Transfers between the Blue Hills and Middletown campus
 - Dental Clinic and Haviland Patient Health Clinic
 - Probate Court
- **Additional courier bags** and tote boxes may be signed out as needed from the HIM office located in each patient building.

DOCUMENTS CONTAINING PATIENT HEALTH INFORMATION: All CVH employees must properly secure documents/reports containing PHI when transporting documents on hospital grounds from one building to another and off hospital grounds. Documents containing PHI are transported in a locked courier bag or locked tote box.

- **Briefcase style courier bags** are assigned to each patient unit, CVH managers and other CVH personnel who routinely carry documents containing PHI on and off hospital grounds.
 - Each bag has a control number assigned to the unit or individual. The courier bag must be signed out/returned when used to transport documents containing PHI to/from the building.
- **Documents Containing PHI include, but are not limited to:**
 - Reports generated from Avatar or other computer programs
 - Census logs/reports, incident reports, or any logs/reports containing patient names, MPI # or other PHI
 - Chart audits
 - Court applications/reports

MOVEMENT OF LARGE QUANTITY OF RECORDS: The movements of large quantities of medical records that can not be secured using the courier bags or tote box must be approved by the ~~Middletown Campus~~ Director of HIM who is responsible for ensuring adequate protections are in place for transport.