

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 14
UNREQUESTED MEDICAL RECORDS

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14.01 Purpose

The City of Tumwater ("the City") is not a health care facility or health care provider, but occasionally may receive unrequested or unauthorized health care information. This policy sets forth the rules regarding the acquisition, retention, destruction and security policies for such records.

14.02 Definitions

14.02.01 "Health care information", as defined in RCW 70.02, means any information, whether oral or recorded in any form or medium, that identifies or can readily be associated with the identity of a patient and directly relates to the patient's health care, including a patient's deoxyribonucleic acid and identified sequence of chemical base pairs.

14.02.02 "Unrequested health care information" means health care information that has not been requested by the City or is not authorized to be received under the Health Care Act.

14.02.03 "Disclosure" means any release, transfer, provision of access to, or divulging in any other manner of individually identifiable health information.

14.03 Policies on Acquisition, Retention, Destruction and Security

14.03.01 Acquisition. Unrequested or unauthorized health care information may be received by any department of the City and may include, but is not limited to, employee health care information, health care information relating to patients treated by the Fire Department, health care information contained in a Police/Accident Report.

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- 14.03.02 Retention and Destruction. Unrequested or unauthorized health care information will be destroyed immediately in accordance with the City's document destruction policy or returned to the entity that provided the information if the entity is a health care facility or provider subject to RCW 70.02.

The City is prohibited from using or disclosing unrequested or unauthorized health care information unless permitted as provided in RCW 70.02.

- 14.03.03 Security. All employees should become familiar with these policies and how to identify unrequested or unauthorized health care information. If the City improperly discloses unrequested health care information, the procedure set forth in 14.04 must be followed.

14.04 Notification to Individual.

- 14.04.01 If unrequested health care information is inadvertently disclosed, the City will inform the person who is the subject of the health care information that their health care information was disclosed within five (5) business days of discovery of such inadvertent release.

- 14.04.02 The notice shall include whether the information has been destroyed or returned, the name of the entity that provided the unrequested health care information, and the name of the person or entity that received the unrequested health care information.

14.05 Posting.

This policy must be posted on the City's website.