



PROCEDURE

Title/Subject: Employee Access to Client Records			
Policy #: OPS - 406	Page 1 of 1	Adoption Date:	Revision Date: 06/09/04
Approved By:		Title: Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
Distribution Date:			
Authority Reference:			

The Florida Center for Child and Family Development (The Florida Center) ensures that client information is maintained in a safe, secure manner, and limits access to confidential information on a “need to know” basis. Employees of The Florida Center are expected to comply with proper sign-out, use and storage of client records.

- ✓ All employees sign a confidentiality statement upon hire attesting to the maintenance and security of Public Health Information (PHI).
- ✓ All client records are maintained in the Client Records/Reception Area of each center. These records are kept in locked cabinets. Cabinets remain locked whenever employees authorized to maintain these records are not in the facility.
- ✓ Open records are maintained at the office site where the service is received.
- ✓ When a client record is removed by an authorized employee, a “Sign-out” slip/log will be filled out and will contain: Date Out, Client’s Name, Discipline and Name of Therapist. The slip will be placed in the file cabinet in the location from where the chart was removed.
- ✓ All charts will be returned to the records room by the close of each business day. The supervisor of any staff member who has not returned a record by the end of the day will be notified by the Records room staff by email the following morning.
- ✓ When the chart is returned to the records room, the chart will be re-filed by the Records room staff. The person who signed out the record is responsible for initially and dating the Sign-out Log indicating that the record has been returned.
- ✓ The staff member in possession of the record is responsible for the secure handling of the record until they have signed the record back in to the Records room.
- ✓ No client record may be carried off-site without the permission of a supervisor. The supervisor ensures that any record off-site may be located at any time.

Attached: Client Records Sign-Out Sheet