

## **The Melbourne Sports Medicine Centre**

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### **PRACTICE POLICY FOR THE MANAGEMENT OF HEALTH INFORMATION**

#### **Nature and scope of this practice policy**

This policy primarily addresses the management of 'personal health information' in the practice.

The policy covers the following areas:

1. Privacy
2. Informing new patients
3. Patient access to their personal health information
4. Alteration of patient records
5. Access to personal health information by practice staff for the purposes of research, professional development and quality assurance/improvement
6. Confidentiality agreements
7. Disclosure to third parties
8. Requests for personal health information and medical records by other medical practices
9. Security
10. Complaints about privacy related matters
11. Retention of medical records
12. Staff training

This policy:

- is based on *The Handbook for the Management of Health Information in Private Medical Practice* published in November 2002;
- is consistent with the National Privacy Principles for the Fair Handling of Personal Information in the Federal Privacy Act 1988 as amended; and
- takes into account legislation pertaining to privacy in the ACT, NSW and Victoria.

While the policy focuses on the management of the patient's health record, it also relates to other recorded information, for example Medicare data, billing and accounting records, pathology and radiology results, medical certificates and letters to and from hospitals and other doctors.

## 1. Privacy

**Personal health information** is defined as information concerning a patient's health, medical history, or past or present medical care; and which is in a form that enables or could enable the patient to be identified. It includes information about an individual's express wishes concerning current and future health services.

All Practitioners and practice staff will ensure that patients can discuss issues relating to their health, and that the Practitioner can record relevant personal health information, in a setting that provides visual privacy and protects against any conversation being overheard by a third party.

Staff will not enter a consultation room during a consultation without knocking or otherwise communicating with the Practitioner.

Staff, registrars and students will not be present during the consultation without the prior permission of the patient.

## 2. Informing new patients

Practitioners will discuss the practice's privacy policy with patients who are new to the practice at their first visit or when it is clear that the patient is continuing with the practice.

New patients will be given the practice's leaflet about personal information, privacy and their Practitioner, and will be offered access to the practice information policy.

This practice tries to make sure that the information on privacy available to patients is appropriate for the range of people who come here. Feedback about the information is welcome.

Practice staff will ensure that current leaflets about the practice's approach to personal privacy are available in waiting rooms, consulting rooms, and at practice reception.

Information provided to patients, both by Practitioners and staff verbally, and in writing through practice leaflets will advise that, for the purpose of patient care and teaching, this practice normally allows access to patient records by:

- Other Practitioners in the practice
- Practitioner locums, and
- Practice registrars attached to the practice for training.

The Practitioner will provide the patient with opportunity to limit access to their record and will note any requirements in red text in the front of the record or in the 'alert' section of the computerised record.

Practitioners will make a contemporaneous note in the patient's record outlining the patient's consent to the collection and use of information that is particularly sensitive.

The practice will inform the patient through practice leaflets the option of not being identified when a health service at the practice is accessed, as long as it is lawful and practical to do so. Patients will be encouraged to use a consistent alias or code to enable records to be kept for continuity of care. Patients will be made aware that normal fee arrangements will apply, and a Medicare or Private Health Insurance rebate may not be able to be claimed.

The practice staff, including its Practitioners will endeavour to ensure that continuing patients of the practice are informed about the impact of changes to privacy legislation, by bringing relevant materials to the attention of continuing patients.

### **3. Patient access to their personal health information**

Under privacy legislation provisions all patients have the right to access their health information stored at the practice. The treating Practitioner will provide an up to date and accurate summary of their health information on request or whenever appropriate.

The treating Practitioner will consider all requests made by a patient for access to their medical record. In doing so the Practitioner will need to consider the risk of any physical or mental harm resulting from the disclosure of health information.

If the Practitioner is satisfied that the patient may safely obtain the record then he/she will either show the patient the record, or arrange for provision of a photocopy, and explain the contents to the patient.

Any information that is provided by others (such as information provided by a referring medical practitioner or another medical specialist) is part of the health record and can be accessed by the patient.

Appropriate administration costs may be charged to the patient.

This practice will respond to a patient's request for access within 7 days of receiving payment of any fee for access, or within 45 days of the request, whichever is the later.

### **4. Alteration of patient records**

This practice will alter personal health information at the request of the patient when the request for alteration is straightforward (e.g. amending an address or telephone number).

With most requests to alter or correct information, the Practitioner will annotate the patient's record to indicate the nature of the request and whether the Practitioner agrees with it. For legal reasons, the Practitioner will not alter or erase the original entry.

## **5. Access to personal health information by practice staff for the purposes of research, professional development and quality assurance / improvement.**

New patients will also be informed that the practice undertakes research, professional development, and quality assurance/improvement (QA) activities from time to time, to improve individual and community health care and practice management.

Patients will be advised of the ways in which the practice undertakes 'recall' and 'follow-up' activities, for example, when the practice would write to a patient or phone them.

When a patient agrees to participate in a recall or reminder system, the doctor will make a note of this in their record.

Should this practice decide to stop a recall or reminder system, it will write to each person on the system at their last known address, and advise them that the system will be ceasing.

Patients will be informed when quality improvement, professional development and research activities are being conducted and given the opportunity to 'opt out' of any involvement in these activities. The Practitioner responsible for the activity will ensure that appropriate information is available to patients from the reception staff.

When research projects are conducted in the practice under the approval of an institutional ethics committee, staff will be made aware of the requirements to obtain consent specified in the research protocol and ensure that consent is properly obtained.

Where possible identifying information will be removed from personal health information being used for research and QA activities. Where this is not possible, internal staff accessing personal health information are aware that they are under an obligation of confidentiality not to disclose the information. Breaches of that obligation may result in instant dismissal. The Practitioner from the practice who is responsible will ensure that any external researchers are also under an explicit written obligation of confidentiality with appropriate penalties for disclosure.

## **6. Confidentiality agreements**

In order to protect personal privacy, this practice has staff, including temporary or casual staff; sub-contractors, for example, information technology providers and medical students sign a confidentiality agreement.

## **7. Disclosure to third parties**

Practitioners and staff will ensure that personal health information is disclosed to third parties only where consent of the patient has been obtained. Exceptions to this rule occur when the disclosure is necessary to manage a serious and imminent threat to the patient's health or welfare, or is required by law.

The Practitioner will refer to relevant legislation and the maturity of the patient before deciding whether the patient (in this case a minor) can make decisions about the use and disclosure of information independently (that is, without the consent of a parent or guardian). For example, for the patient to consent to treatment, the Practitioner must be satisfied that the patient (a minor) is aware and able to understand the nature, consequences and risks of the proposed treatment. This patient is then also able to make decisions on the use and disclosure of his or her health information.

Practitioners will explain the nature of any information about the patient to be provided to other people, for example, in letters of referral to hospitals or specialists. The patient consents to the provision of this information by agreeing to take the letter to the hospital or specialist, or by agreeing for the practice to send it. The patient is able to access these letters if requested.

Practitioners and staff will disclose to third parties only that information which is required to fulfil the needs of the patient.

These principles apply to the personal information provided to a treating team (for example, a physiotherapist or consultant physician also involved in a person's care). The principles also apply where the information is transferred by other means, for example, via an intranet.

Information classified by a patient as restricted will not be disclosed to third parties without the explicit consent of the patient. Practitioners will make a contemporaneous note when such permission is given.

Information disclosed to Medicare or other health insurers will be limited to the minimum required to obtain insurance rebates.

Should an outstanding debt be referred to a collection agency, this practice will provide only the contact details of the debtor and the amount of the debt. No other personal information will be provided.

Information supplied in response to a court order will be limited to the matter under consideration by the court.

From time to time Practitioners will provide their medical defence organisation or insurer with information, in order to meet their insurance obligations.

## **8. Requests for personal health information and medical records by other medical practices**

Access to accurate and up to date information about the patient by a new treating Practitioner is integral to the Practitioner providing high quality health care.

This practice engages an after-hours service to provide care, and will allow this service to have access to a patient's personal health information in order to assist the after-hours service provide high quality care. If required the after-hours service will contact the General Practitioner who may disclose appropriate health information to the after-hours provider to ensure high quality medical care is provided.

If a patient transfers away from the practice to another Practitioner, and the patient requests that the medical record be transferred, the existing Practitioner will provide the record, a summary, or a photocopy to the new treating Practitioner or to the patient. This practice will retain original documents and records. A fee may be charged for this.

This practice will seek written permission from the patient for the provision of personal health information to another medical practice.

## **9. Security**

Practitioners, practice staff and contractors will protect personal health information against unauthorised access, modification or disclosure and misuse and loss while it is being stored or actively used for continued management of the patient's health care.

Staff will ensure that patients, visitors and other health care providers to the practice do not have unauthorised access to the medical record storage area or computers.

Staff will ensure that records, pathology test results, and any other papers or electronic devices containing personal health information are not left where they may be accessed by unauthorised persons.

Non clinical staff will limit their access to personal health information to the minimum necessary for the performance of their duties.

Fax, e-mail and telephone messages will be treated with security equal to that applying to medical records.

Computer screens will be positioned to prevent unauthorised viewing of personal health information. Through the use of password-protected screen-savers, staff will ensure that computers left unattended cannot be accessed by unauthorised persons.

Practitioners and staff will ensure that personal health information held in the practice is secured against loss or alteration of data. This includes adherence to national encryption protocols.

Patient records will not be removed from the practice, except when required by clinical staff for patient care purposes. Records will be kept securely while away from the practice and the responsible clinician will ensure that records are returned to the practice and left in an appropriate place for filing.

Manual medical records and other papers containing personal health information will be filed promptly after each patient contact.

Staff will ensure that manual and electronic records, computers, other electronic devices and filing areas are secured at the end of each day and that the building is locked when leaving.

The data on the computer system will be backed up daily and a duplicate backup tape stored off site. Backups are routinely tested to ensure daily duplication processes are valid and retrievable.

## **10. Complaints about privacy-related matters**

Complaints about privacy-related matters will be addressed in the same way as other complaints. This procedure is outlined elsewhere in this practice's procedures manual.

## **11. Retention of medical records**

It is the policy of the practice that individual patient medical records be retained until the patient has reached the age of 25 or for a minimum of 7 years from the time of last contact, whichever is the longer. No record will be destroyed at any time without the permission of the treating Practitioner or of the authorised Practitioner in the practice.

In the event of a Practitioner dying or transferring out of the practice, the practice will post a notice in the practice waiting room, or a Practitioner who is leaving the practice may write individually to each patient, asking them to nominate a practitioner to whom the record should be transferred.

If the practice closes, patients will be contacted individually or, if this is not practical, a public notice will be placed in the local newspaper indicating how patients may arrange for their record to be transferred to another Practitioner.

In the event of the practice closing, it has been arranged that any medical records not transferred will be stored securely under the supervision of Practice Manager and/or the Directors.

## **12. Staff training**

Practice training and induction procedures for Practitioners and staff ensures that Practitioners and staff demonstrate understanding of this policy.

Ongoing education and training processes in the practice ensure that skills and competence in the implementation of the privacy policy and related issues are maintained and updated. This training includes familiarity with the RACGP/CPMC/GPCG Handbook or the Management of Health Information in Private Medical Practice (2002).

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