



## I FAMAGU'ON-TA/CHILD ADOLESCENT SERVICES DIVISION STORAGE OF CLINICAL RECORDS PROTOCOL

### GUIDING PRINCIPLE

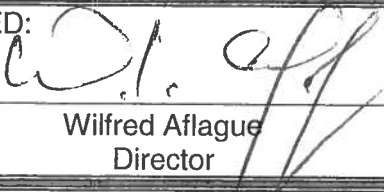
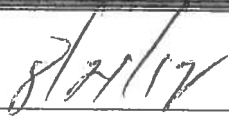
To provide safeguards to ensuring that confidential records of the clients are protected and are stored in a secure filing cabinet which has a double lock and must be located in a room with a lock and away from the entrance of the I Famagu'on-ta/CASD office building in compliance with the Health Insurance Portability and Accountability Act (HIPPA).

### OVERVIEW

It is the policy of I Famagu'on-ta /CASD that all active client clinical records must be secured in the I Famagu'on-ta Office, in a secured fire proof file cabinet in a designated room which only authorized personnel other than I Famagu'on-ta /CASD staff are allowed access to the confidential records. At the end of the working day the file cabinets and the room must be locked and will open at the start of the next work day. All closed clients clinical records are taken up to the DMHSA and stored at Medical Records.

### PROTOCOL

- Each I Famagu'on-ta /CASD Staff will be assigned a file cabinet to secure the client's clinical records. Assigned staff is responsible to open their file cabinet at the start of the day and lock file cabinet at the end of the work day.
- The key to the designated file room and the keys to the filing cabinet are secured in the Administrator's office and available only to authorized personnel.
- At the end of the work hour, each authorized personnel returns the client's record back to their individual file and secures the cabinet. The last person in the filing room locks the filing room at the end of the work day.

APPROVED: 	Date: 
_____ Wilfred Aflague Director	