

# POLICIES AND PROCEDURES LEWIS & CLARK CITY-COUNTY HEALTH DEPARTMENT

<b>SUBJECT:</b>	Confidentiality		
<b>PURPOSE:</b>	To treat all aspects of health care as confidential.		
<b>PROGRAM/DIVISION</b>	All Health Department Staff		
<b>APPROVED:</b>	Joan Miles, Health Officer	<b>EFFECTIVE:</b>	December 6, 1995
<b>REVISED:</b>	Melanie Reynolds, Health Officer	<b>EFFECTIVE:</b>	November 1, 2008
<b>REVISED:</b>		<b>EFFECTIVE:</b>	

Definition: Health care information means any information, whether oral or recorded in any form or medium that identifies or can readily be associated with the identity of a client and relates to the client's health care.

It is the policy of the Lewis & Clark City-County Health Department to treat all aspects of health care as confidential. In particular, because of the sensitive nature of the AIDS/HIV disease, confidentiality is absolutely paramount with respect to the testing or counseling of clients who are evaluated for sexually transmitted diseases (STD), and the notification of any contacts resulting from this testing.

In order to retain the full trust and confidence of clients, the LCCCHD has an interest in assuring that any health care information, including STD information, is not disclosed unless directed by the client to do so, or unless the law authorizes or compels staff to do so.

LCCCHD staff will comply with all applicable statutes in regard to confidentiality as stated in Sections 50-16-501 through -553, MCA (Universal Health Care Information), Sections 50-16-601 through -611, MCA (Government Health Care Information, Sections 50-16-1001 through -1013, MCA (AIDS Prevention Act), and Sections 50-18-101 through -113, MCA (Sexually Transmitted Diseases).

Information contained in the client's records shall not be used for any purposes other than client care. Improper use of information or use for personal reasons is strictly forbidden. There shall be no discussion of any aspect of an AIDS or STD contact, or the sharing of any client health care information, with anyone who is not participating in the client's care. In accordance with Section 50-16-1009, MCA, the identity of a subject of an HIV-related test or the results of a test may not be disclosed in a manner that permits identification of the subject of the test, nor can a staff member be compelled to disclose such information. Other health care information about a client may not be disclosed without the client's authorization unless in accordance with the Uniform Health Care Information Act, Sections 50-16-529 and -530 MCA.

Any breach of confidentiality or violation of the provisions of this policy will result in immediate termination from employment.