

PRIVACY POLICY AND PROCEDURES

LSU Health Sciences Center New Orleans

Date Effective: April 14, 2003

Documentation Policy

Documentation Requirements

Policy #: 2100.8

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SCOPE:

All Louisiana State University (LSU) System health care facilities and providers including, but not limited to hospitals, physician practices, clinics, schools, etc. on the LSU Health Sciences Center New Orleans Academic Campus.

Nota Bene: All LSU System health care facilities and providers including, but not limited to hospitals, physician clinics, schools, etc. on the LSU Health Sciences Center New Orleans Academic Campus, are referred to in this policy as LSUHSC-NO.

PURPOSE:

The Louisiana State University (LSU) System health care facilities and providers will adhere to all documentation requirements as stated in 45 C.F.R. 164.530(j) and other applicable federal, state, and/or local laws and regulations.

POLICY:

All LSUHSC-NO health care facilities and providers must maintain documentation of patient privacy and Protected Health Information in accordance with the following:

If the applicable provision of the privacy rule requires an action, activity, or designation to be documented, the LSUHSC-NO facility must maintain a written record or an electronic copy of the action, activity, or designation.

Retention of documentation: The LSUHSC-NO facility must retain any documentation that is required for the privacy rule for six years from the date it is created, or from the date it was last in effect, whichever is later.

All documentation that is required by the privacy rule may be on paper or in electronic form.

REFERENCE:

45 C.F.R. 164.530 (j)