

**County of San Bernardino
Department of Behavioral Health**

Medical Records Requiring Special Handling Procedure

Effective Date 03/2000
Revision Date 05/23/08



Allan Rawland, Director

Purpose To ensure compliance and inform staff of procedure for medical records requiring special handling.

Identifying Sensitive Records In handling sensitive medical records, the staff provider will proceed as follows:

Step	Action						
1	Complete a Sensitive Chart form						
2	Inform appropriate clerical staff and give them completed Sensitive Chart form to attach to medical record (chart).						
	<table border="1"> <thead> <tr> <th>If chart is ...</th> <th>Then, attach on top of ...</th> </tr> </thead> <tbody> <tr> <td>Open</td> <td>Attach to the front of the chart</td> </tr> <tr> <td>Closed</td> <td>Yellow Episode cover sheet</td> </tr> </tbody> </table>	If chart is ...	Then, attach on top of ...	Open	Attach to the front of the chart	Closed	Yellow Episode cover sheet
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Open	Attach to the front of the chart						
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Note: Sensitive medical records will be filed in Medical Records Unit in secure locked cabinet

Request for Release of Sensitive Records Designated staff will follow instructions provided by clinical staff for review of the chart and contact the Medical Records Supervisor before release at (909) 421-9350 or (909) 421-9355

If Chart is	Designated Staff is ...
Open	Person handling release must contact Medical Records Unit
Closed	Medical Records Unit will assist with releases

- Review release of information within 2 days
- Release should be completed in 7 working days

Handling Highly Confidential Records Highly confidential medical records are placed in a locked confidential file in the Medical Records unit.

Note: An out-guide is entered into the regularly filed records file room noting that the chart is in the (locked) confidential file in the Medical Records Unit.

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Medical Records Requiring Special Handling Procedure,
Continued

**Request for
Release of
Highly
Confidential
Records**

The Medical Records Supervisor:

- Receives request for release of Highly Confidential records.
- Will determine and contact the appropriate person to approve or deny the Release of Information.

**Related
Document**

DBH SPM: [COM0908 - Medical Records requiring Special Handling Policy](#)
