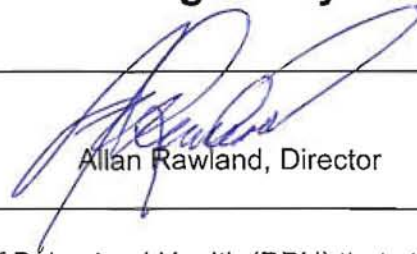


**County of San Bernardino
Department of Behavioral Health**

Medical Records Requiring Special Handling Policy

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



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) that staff will inform the Medical Records Supervisor when there is a need for special handling of medical records that may be classified as SENSITIVE or HIGHLY CONFIDENTIAL.

Sensitive Medical Records Sensitive medical records include, but are not limited to, those related to:

- All minors
- Contain information given in confidentiality by the family of the client
- Specific reasons (decided on an individual basis by the staff provider and/or Management)
- Contain information that if released is likely to result in legal, administrative, or organizational harm to the client or others who have recorded this information
- Alcohol and Drug Services (ADS)

Highly Confidential Medical Records Highly confidential records include, but are not limited to, those of DBH and/or the County of San Bernardino employee(s) or employee family members.

Note: Anyone may request records to be classified as Highly Confidential to protect identity and privacy within record.

Related Document DBH SPM: COM0908.1 - [Medical Records requiring Special Handling Procedure](#)

References

- 45 CFR Section 164.524 (b) and (c)
- CA Family Code Sections 6926, 6929
- CA Health and Safety Code Section 123110(a) and (b), 1231115(a)
