

 <p>MINOR & JAMES MEDICAL</p> <p>POLICY</p>	Subject: PROTECTED HEALTH INFORMATION IN THE ASC		Policy Number: MDIR 2014 Page 1 of 1
	Approval Date: 03/01/2009	Revision Date: 04/15/2009	Policy Type: HIPAA
This issue supersedes previous versions of this policy.	Author: William Stewart, MD, Medical Director		

POLICY:

Safeguarding PHI (Protected Health Information) in the ASC requires certain policies and procedures that are unique to the ASC. For purposes of this policy, at Minor & James Medical, the term ASC refers collectively to both the Endoscopic ASC and the Surgical ASC.

PROCEDURE:

Persons admitted to the ASC may receive one or more forms of sedation, anesthesia, or analgesia, and may be subjected to prolonged procedures. Typically they will be accompanied by a responsible individual who is expected to provide various levels of support in terms of transportation, decision making, information gathering, and follow-up care.

There are fundamentally three components to an ASC/patient care event. First is the intake phase, which may include medical record review, consent verification and patient examination, and where the patient may receive preparatory instructions such as diet modifications, medication routine changes, and bowel or skin preparation instructions. Second is the procedure itself, which may involve altered levels of patient consciousness and multiple caregivers. Third is the recovery and discharge phase, where there may be a new set of providers, new instructions, new activity restrictions, and a new set of considerations regarding the safeguarding of PHI.

Upon registration in the M&J Medical Clinic all patients will be given a written copy of the Minor & James Medical PLLC Notice of Privacy Practices.

During the ASC intake phase, all patients will be notified of their right to privacy regarding their PHI.

Upon admission to the ASC all patients will provide a written directive to the ASC staff indicating whether or not procedure findings may be shared with their escort. The decision will be documented at the time of admission on the DISCHARGE INSTRUCTION sheet and/or NURSING RECORD.

After completion of the scheduled procedure the patient will be transferred to the recovery room for continued monitoring. While in the recovery room any information related to PHI will be strictly protected according to HIPAA regulations, with due consideration for the permitted HIPAA defined exceptions involving TREATMENT and HEALTH CARE OPERATIONS.

Prior to discharge from the facility the patient and escort will be provided with written Discharge Instructions for continued care. At that time the responsible physician will indicate to the nursing staff if they wish to discuss procedure findings with the patient. The patient escort may be present for the discussion, if permitted per previous written directive. Routine discharge instructions may be discussed in the recovery room with full consideration for all parties' right to privacy. If sensitive health information (such as a diagnosis, change in prognosis, etc.) is to be discussed, unless contra-indicated by patient safety or medical necessity, staff will arrange to escort the patient to a private conference room or physician's office prior to discussing the information.