

	Ethics & Compliance Department	
	Policy No.: 57	Created: 01/2018
		Reviewed: 09/2024
	Revised:	

HIPAA: PHYSICAL ACCESS TO MEDICAL RECORDS

SCOPE:

All Envision Healthcare teammates. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

PURPOSE:

Envision Healthcare Operating, Inc. and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this Physical Access to Medical Records policy to provide guidelines for securing the physical environment to control access to the paper chart and to information displayed from the electronic chart on a computer monitor.

POLICY:

- A) The records of all patients will be compiled in paper-based and/or computerized patient charts. In order to make patient information freely available to teammates yet simultaneously prevent access of unauthorized users, patient charts will be stored in, and not be allowed to circulate outside of, restricted areas.
- B) Each Department Director is responsible for defining and maintaining appropriate access to the restricted areas within their department.
- C) Paper charts should not be left open when not in use and should not be left unattended in public areas.
- D) Computer screens should not be positioned for public viewing; when no alternative is available, privacy screens designed specifically for the monitors should be ordered.
- E) Electronic records should be closed when not in use.

POLICY REVIEW

The Ethics & Compliance Department will review and update this Policy, when necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.