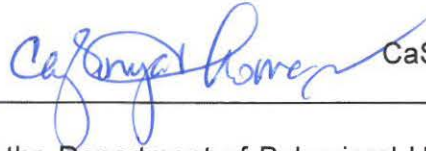


**San Bernardino County
Department of Behavioral Health**

Medical Records Requiring Special Handling Policy

Effective Date 03/2000
Revision Date 09/21/2015


CaSonya Thomas, 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.

Purpose For the protection of the San Bernardino County Department of Behavioral Health, its staff and consumers.

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

- Information given in confidence by the family of the consumer
- Specific reasons (decided on an individual basis by the staff provider and/or management)
- Information that if released, is likely to result in legal, administrative, or organizational harm to the consumer or others who have recorded this information

Highly Confidential Medical Records Highly Confidential records may include, but are not limited to:

- San Bernardino County employees and family members
- Legal cases or news stories about current or former Department of Behavioral Health consumers

Note: Any DBH staff member may request medical records to be classified as Highly Confidential to provide another level of privacy.

References Code of Federal Regulations, Title 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)

Related Policy and/or Procedure DBH Standard Practice Manual:

- [COM0908-1 - Medical Records requiring Special Handling Procedure](#)
