

FACILITY DIRECTORIES PROCEDURE

1. Any member of the BHHF workforce (worker) who is seeking authority to maintain a directory of patients currently on the premises of a BHHF facility, must submit a request in writing to the BHHF Privacy Official or Designee(s). The request must contain the following information:
 - 1.1. A description of the directory.
 - 1.2. The directory's location and purpose.
 - 1.3. How the directory will be maintained and by whom.
 - 1.4. How information contained in the directory will be disclosed and who will have that authority.
 - 1.5. The method by which copies of the directory, whether hard copy or electronic, will be safeguarded from unauthorized disclosure.
 - 1.6. How copies of the directory will be disposed.
2. Privacy Official or Designee(s) may only approve such a request if the content and use of the directory comply with the above policy.
3. The Privacy Official or Designee(s) will determine the information required in procedure #1, above, in respect to all directories already being maintained by BHHF at the time this policy takes effect.
4. The Privacy Official or Designee(s) will make any changes that are necessary in the content or use of any directories currently being maintained at the time this policy takes effect, to bring them into conformance with this policy.
5. Workers who are designated to disclose the information in a facility directory will do so consistent with authorization of the patient or his representative.
6. BHHF workers who register a patient for admission to a BHHF facility that maintains a facility directory must inform the patient as follows:
 - 6.1. Patients who are being treated in this facility are included in a directory unless they ask to be excluded.
 - 6.2. The following information is included unless the patient requests that certain information be excluded: name, location, general condition, and religious affiliation.
 - 6.3. The patient or his representative may limit the type of information.
7. If a patient agrees to be included in the directory, this must be noted in the patient's record at the time of admission. Any request by the patient to be excluded from the directory, or omit certain information, must also be recorded.

8. As part of the registration process, the worker will complete a paper or electronic form indicating which information the patient is willing to have included in the directory. The Privacy Official or Designee(s), Director of Medical Records, and Director of Information Systems will determine how this information will be captured, and how the information will be recorded in the directory.
9. If a patient is not able to agree or disagree to inclusion in a facility directory because of incapacity or emergency, a physician, other health care practitioner, or senior manager at the facility, may decide whether to include the patient's information in the directory, based on the exercise of professional judgment regarding what is in the patient's best interest. However, any known preferences of the patient must be honored. For instance, if it is known that a patient has previously expressed the desire to keep his religious affiliation confidential, that information may not be included in the directory. If a patient's information is included in a directory under such circumstances, the facility manager will assure that the patient has an opportunity to agree or object to inclusion in the directory, or to restrict the facility directory information, as soon as it becomes possible.
10. If a patient is not able to agree to or disagree with inclusion in a facility directory because of incapacity or emergency, any decision to include the patient's information in a facility directory must be noted in the patient's record. Any subsequent discussion with the patient of the right to object to inclusion or to limit the information in the directory must also be documented in the patient's record.

REFERENCE: 45 CFR § 164.510(a)

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Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities