

Chapter: Health Records Management	<b>Effective Date: 4/15/17</b>
<b>Title: Medical Record Access and Handling</b>	Page: 1 of 2
Implements: <a href="#">GAP.380.9909</a>	Replaces: HHS.85.05, 07/15/11

(a) **Standard.**

- (1) Medical records are confidential and are maintained in the electronic health record (EHR), separate from the masterfile.
- (2) Partial hard copy medical records (e.g., dental x-rays) are kept in a locked, secure room or cabinet at all times and are not accessible to youth or visitors. Access to medical records is permitted in accordance with [GAP.380.9909](#).
- (3) Medical records, other than immunization records and vision and hearing tests, cannot be released to non-health care staff unless proper consent is obtained in accordance with GAP.380.9909.
- (4) The EHR contains required information in a format approved by the University of Texas Medical Branch Correctional Managed Care (UTMB-CMC) medical director for youth services. Copies of appropriate and pertinent documents in the EHR may be printed and taken to off-site medical appointments to ensure continuity of care.
- (5) Facilities may not create or utilize unofficial health care-related forms. Only forms that are numbered and approved by the UTMB-CMC youth services program manager for nursing and compliance and the Texas Juvenile Justice Department (TJJD) director of nursing services are considered official.

(b) **Procedures.**

- (1) The **superintendent** is responsible for ensuring that:
  - (A) confidentiality of youth drug and alcohol abuse records and youth medical records is maintained in accordance with GAP.380.9909;
  - (B) youth masterfiles are organized and maintained in accordance with the Master File Content and Organization Document (MCO); and
  - (C) disposition of youth records is handled in accordance with TJJD's records retention schedule.
- (2) The **superintendent, assistant superintendent, human services specialist (HSS), and juvenile correctional officers (JCOs)** ensure that access to the EHR and/or the Scanned Medication Administration Recording Technology (SMART) system is provided by:
  - (A) contacting the TJJD Medical Services Division in Central Office to request the EHR/SMART access forms;
  - (B) completing the TJJD employee e-course entitled *Information Protection*;
  - (C) completing the following two forms:
    - (i) TJJD Non-UTMB Personnel New User Domain/EHR Access form; and
    - (ii) Non-UTMB Personnel UTMB Information Resources Security Acknowledgement and Non-Disclosure Agreement form;
  - (D) requesting that the staff member's supervisor complete and sign the form referenced in (C)(i) above;

- (E) scanning/emailing or faxing both completed forms, along with confirmation of completion of the TJJJ e-course *Information Protection*, to the TJJJ Medical Services Division in Central Office for approval; and
  - (F) receiving approval from the TJJJ Medical Services Division and asking halfway house staff to contact the UTMB Help Desk to obtain logon credentials (user ID and password).
- (3) To maintain ongoing access to the EHR and SMART:
- (A) **staff** must log into the EHR/SMART at least once every 30 days; and
  - (B) the **superintendent, assistant superintendent, HSS, and JCOs** must ensure the Non-UTMB Personnel UTMB Information Resources Security Acknowledgement and Non-Disclosure Agreement form is signed, dated, and resubmitted annually.

Note: If access is turned off, staff must contact the UTMB Help Desk to reset the password.

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