

**Policy Statement:**

Churchill Private Hospital will ensure that information management systems:

- Comply with all legislative requirements.
- Allow for the retention, retrieval, storage and destruction of records, including health and financial and other information.

**Policy Applies to:**

All staff employed by Churchill, Board of Directors, Credentialed Specialists, contractors and others involved in the provision of services.

**Related Standards:**

- ACHS EQulP6 2016– standard 2.3, criterion 2.3.1 Health records management systems support the collection of information and meet consumer/patient and organisation needs.
- ACHS EQulP6 2016– standard 2.3, criterion 2.3.2 Corporate records management systems support the collection of information and meet organisational needs.
- NZS8134:2021 Nga Paerewa Health and Disability Services Standards – subsections 2.4.6, 2.5.1, 2.5.2

**Definitions:**

Health Records: Refers to all patient related health records, both electronic and paper based.

Information: Refers to all other clinical and non-clinical records, both electronic and paper based including all other patient documented information, human resource records, financial records, corporate records and other records acquired during the course of business.

**Objectives:**

To ensure Churchill Private Hospital's record and information management systems maintain the integrity, safety, controlled access to and security of, all health records and other information.

**Responsibilities**

- The General Manager will take overall responsibility for the management of health records and information.
- All staff will undergo training during orientation as part of privacy training.

**Process:**Privacy and Accuracy

- All staff will ensure privacy of health records and information is maintained.
- Health Records are to be managed in accordance with the Privacy of Patient Information Policy
- Health Records must be identified by a unique identifier being the patient's NHI number.

- Patient personnel information is checked for accuracy at the time of booking and during pre-admission and admission, and updated as required.

#### Retention of records

- All health records are retained for a minimum period of 10 years. (Retention of Health Information Regulations 1996)
- All Company records as defined by section 189 of the Companies Act 1993 are retained for a minimum period of 7 years.
- All accounting records as defined by section 194 of the Companies Act 1993 are retained for a minimum period of 7 years.
- All Human Resource records are retained for a minimum period of 6 years (Employment Relations Act 2000).
- Controlled Drug Registers are retained for a minimum period of 4 years following the last entry (Misuse of Drugs Regulations 1977).

#### Storage of records

- Paper based health records and other information will be stored in a manner that will minimise the likelihood of damage by fire, heat, light, humidity, vermin and moisture.
- Electronic health records are stored in the organisations Incisive incloud database. Access to the database is limited to Churchill staff, registered nurses and anaesthetists working at Churchill.
- Other electronic information is stored on the Churchill database which is managed by Te Whatu Ora Nelson Marlborough.
- Policies, procedures and other documents including contracts, audits and records are also stored online via Logiqc Quality Management System.
- All electronic health records and other information are password protected and backed up daily.

#### Access and Retrieval

- Staff will only access health records of patients whom they are required to access for their work or are directly involved with their care. Access to own or family records is not advisable and should only be done with consent of the family member and discussion with the general manager as the privacy officer.
- All health records are readily available to support the provision of care.
- A tracer system is to be used when removing patient files from administrative areas or storage areas.
- Electronic records can be viewed onscreen or printed in hard copy.
- Processes are in place for the retrieval of files when the ward is closed. Retrieval of patient records for use in Wairau Hospital, must follow the appropriate policy.

#### Destruction

- All health records and other information is to be disposed of effectively, ensuring unauthorised persons do not have access to confidential patient or organisation information during the disposal process. Refer to Confidential Information Disposal Policy.

**Associated Documents**

- Privacy of patient information Policy
- Confidential information disposal Policy
- Patient Files – Access when ward is closed
- Transfer of Patient from Churchill to Wairau Hospital HDU

**References**

- Health (Retention of Health Information) Regulations 1996
- Health Information Privacy Code 1994
- Companies Act 1993
- Tax Administration Act 1994
- Employment Relations Act 2000
- Holidays Act 2003
- Misuse of Drugs Regulations 1977