

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL**

CONFIDENTIALITY

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Policy No: GENLAB 4.05
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Authority: Laboratory Director
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PURPOSE

To ensure confidentiality in receiving patient orders, reporting results, and disposing of patient information.

POLICY

All patient data generated in the Laboratory is confidential. Reports are auto-faxed to doctor's offices after obtaining their permission. Outpatient reports mailed to doctor's offices have a confidentiality statement at the bottom of the report. Inpatient reports are confidential by their nature. Any printed material containing patient demographic information that is being discarded should be placed in one of the shredding containers located in the laboratory. The containers are emptied on a scheduled basis and if the need arises for it to be emptied ahead of time, notify the Laboratory Manager or Environmental Services Manager. Tubes or containers containing patient information should be discarded in the various sharps containers located in the Laboratory. These will be closed when full, removed by Environmental Services, and incinerated. The laboratory adheres to HRMC's HIPAA Policies found in the Administrative Policy Manual.