

ABLES Confidentiality Policy

- I. What is confidential
 - A. Certification Test Scores for any certificate holder*
 - B. Certification status and certificate number for any certificate holder*
 - C. Disciplinary actions*
 - D. Personal information
 - 1. Address and telephone number †
 - 2. License, DEA, and Social Security numbers or any other unique, personal identifying numbers.
 - 3. Personal health information
 - a. Past or present diseases / illnesses, medications, disabilities
 - E. Clinical records submitted as case studies ‡
 - 1. Patient identifying information of any every kind
 - 2. Medical history, medications, procedures
 - 3. Clinical records
 - a. Radiographic, MRI, CAT, or other graphical images that can be identified as associated with any particular individual
 - b. Chart / progress notes, operative reports, consultants' reports, prescriptions.
 - c. Analog graphs or recordings such as EEG, EKG, or similar presentations of any of the physiological functions of a patient

* A certificate holder may authorize the release of this information to an identified individual or institution by executing an appropriate, written authorization specifying the information to be released.

† This information may, however, be published in a directory of the certificate holders and distributed to such persons, and to institutions requesting a directory.

‡ All patient records shall be accorded all the confidentiality protections mandated by HIPAA, and shall be destroyed upon completion of the document review for which they were submitted.

- II. Policy statement
 - A. Paper records of confidential information shall be safeguarded under three levels of locked security accessible only by the Administrator and the Executive Director of ABLES.
 - B. Electronic records of confidential information shall be kept on password-protected recordable media stored in the same fashion as paper records. Confidential information loaded onto a computer for execution of administrative tasks shall be loaded into password protected electronic files, and after completion of the tasks and downloading to recordable media, be subjected to digital shredding with triple overwrite by commercially available software.
 - C. No confidential information is to be provided to anyone by telephone.
 - D. Confidential information shall be provided to any managed care organization, hospital, clinic, surgery center, and local, state or federal government upon their presentment of an appropriate release authorization executed by the certificate holder about whom the information is sought.
 - E. The certificate holder about whom information is requested shall be informed of the request, whether the request is honored or not.

Revision History

020527 Approved by Board of Directors

030523 Altered note ‡ to include the reference to HIPAA; change adopted by Board of Directors same date.