CRAIG HOSPITAL
POLICY/PROCEDURE

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<th>Approved: CIC 06/07; P&amp;P 07/07; 08/10</th>
<th>Effective Date: 01/03</th>
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<tr>
<td>Attachments: None</td>
<td>Revised Date: 06/07, 8/10</td>
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<td>Forms: None</td>
<td>Reviewed Date: 06/04</td>
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SUBJECT: ACCESS TO MEDICAL RECORDS/PROTECTED HEALTH INFORMATION BY STUDENTS IN EDUCATIONAL PROGRAMS ASSIGNED TO CRAIG HOSPITAL

RATIONALE: To define the procedures for allowing a student access to medical records at Craig Hospital

SCOPE: All Clinical Departments

POLICY: Craig Hospital allows students enrolled in educational programs access to protected health information of those patients in which they participate in their care. Medical record review is recognized as an integral part of their education.

PROCEDURE:
I. Department Directors (or Supervisor) with students assigned to their department will be responsible for coordinating and approving any requests by the student to review a patient’s medical record.
   A. If a record is located on the nursing unit, the student may access the record for needs related to their student experience.
   B. Records for discharged patients may be accessed electronically or in Health Information Management, with the approval of the Director/Supervisor, for needs related to their student experience.

II. A student request to photocopy part of a medical record for needs related to the student experience needs to be approved by the Director/Supervisor. The Director/Supervisor will ensure that PHI information on any photocopies of patient records is blacked out.

III. Photographs of patients are considered PHI, and students are not allowed to take photographs of patients during their assignment to Craig Hospital.