



CONFIDENTIAL MEDICAL INFORMATION



Escambia County, Florida - ALS/BLS Medical Protocol

Explain the policy on protecting patient confidentiality and to meet Federal requirements for HIPPA-1996.

Ensure the proper handling patient medical information to maintain patient confidentiality and define the department's policy on the release of patient medical information.

- A. Use of infectious disease identifiers and other infectious specific information regarding patient's diagnosis shall not be given over radio frequencies, phone, or pagers.
- B. Personnel shall not use the patient's name on the radio unless they have first received permission from the patient. Document on the patient care form when permission was obtained.
- C. Personnel are prohibited from discussing calls or specific patients with anyone other than the appropriately involved medical personnel, the Medical Director(s), administrative staff of Escambia County Public Safety, and others as allowed by law.
- D. Discussion of a call or a patient is prohibited when those who are not authorized to have access to this confidential information may overhear it.
- E. Patient care forms shall not be shared or given to anyone other than those authorized personnel. Persons, allowed by law, may obtain a copy of a patient care form by presenting a specific subpoena or a signed Authorization To Release Medical Information Form to the Public Safety EMS Billing Administration Office.
- F. Any patient medical information printed or copied for Quality Assurance / Improvement shall remain confidential and shall be shredded when no longer needed.


In accordance with §401.30(4) of the Florida Statutes (2000) & Health Insurance Portability and Accountability Act of 1996 (HIPPA), Patient Care Records, Emergency Call Records, and other documents containing patient examination and treatment information are confidential and cannot be disclosed without the consent of the patient to whom the records pertain. Disclosure of the records may be made without the consent of the person to whom they pertain if it is:



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Version: 3.1

Page 1 of 3

Approved by:


Charles Neal, D.O. Medical Director



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- 1 to the patient's guardian, to the next of kin if the person is dead, or to a parent if the person is a minor;
- 2 to hospital personnel for use in conjunction with the treating the patient;
- 3 to the Department of Health;
- 4 to the service Medical Director;
- 5 for use in a critical incident stress debriefing where the discussions are considered privileged communications under §90.503 of the Florida Statutes;.
- 6 in any civil or criminal action, unless otherwise prohibited by law, upon the issuance of a subpoena from a court of competent jurisdiction and proper notice by the party seeking the records to the patient or the patient's legal representative;
7. to a local trauma agency or a regional trauma agency, or a panel or committee assembled by a local or regional trauma agency to assist the agency in performing quality assurance activities in accordance with a plan approved under §395.401 of the Florida Statutes; however records obtained under this paragraph are confidential and exempt from §119.07(1) of the Florida Statutes and §24(a), Article 1 of the Florida Constitution; or
8. to any law enforcement agency or any other regulatory agency responsible for the regulation or supervision of emergency medical services and personnel.

Before patient medical information is released, the person requesting the information must complete a notarized Authorization to Release Medical Information, even if it is the patient. If a request to release medical information is not made in person, the Authorization can be forwarded to the person making the request for completion and returned.

For example, if an attorney for a patient makes a request for medical records on behalf of the patient, the Authorization must be completed before the release of the records.


Patients or other persons requesting copies of our documentation should be referred to the Public Safety EMS Administrative Billing Office.



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Page 2 of 3

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References:


§401.30, Florida Statutes (2000); Florida Administrative Code R. 64E-Z.013 (2000)



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Page 3 of 3

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