



Management of patient Health Information POLICY

Strategic Plan Outcome	Service Excellence	Date Approved	15/05/2024
Policy Owner	Operations Manager	Next Review Date	15/05/2026

PURPOSE

To identify how AMC staff manage patient information in the course of providing health services, and to ensure the creation, capture, classification, access, storage, security, transfer and disposal of records is legislative and accreditation compliant.

SCOPE

This policy applies to all staff working at or with AMC.

POLICY

AMC recognises the ongoing value of records and is committed to the efficient management of information to ensure compliance with accreditation, SA Health's Health Record Management Policy directive and South Australian Medical Record Documentation and Data Capture Standards

AMC must collect, use and protect information including but not limited to health and personal information in accordance with legislation and with procedures AMC has developed to ensure compliance with its obligations. This policy applies to all aspects of patient information that is created, managed and received during business transactions. This also applies to all business applications used to create, manage and store records and corporate information including email, database applications and websites.

AMC is committed to:

1. Meeting all legislative and regulatory requirements
2. Privacy of patient and staff information
3. Ensuring that information is kept in a safe and secure environment
4. Providing appropriate and monitored access to information
5. Ensuring that information collected is accurate, objective and factual.
6. Informing patients and their families about their right to access information
7. Informing its staff about the management of information and ensuring staff are aware of their obligations

SUPPORTING DOCUMENTATION

RELATED POLICIES

Privacy Policy

Medical Record Policy

Communication Policy