PRIVACY OF QUALITY ASSURANCE RECORDS

SCOPE OF POLICY

This policy applies to anyone who does quality assurance-type things. This includes staff, volunteers, consultant/contractors, students, or interns.

STATEMENT OF POLICY

Staff can only use the least amount of information they need to do any type of quality work. This is the same for any type of work. Please see the policy on minimum necessary for more information. Quality records are not part of the “designated record set.” Please see that policy for more information. This is because quality records usually aren’t used to make treatment decisions. Managers should be sure that quality records don’t get filed in the designated record set. They need to be kept separately. If there were some quality records that were used for treatment decisions, they can and should be filed in the designated record set. This would be rare.

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9/17/08
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