



ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - QUALITY ASSURANCE

Effective: 6/4/08

**Policy - #33 TERMINATION OF EMPLOYMENT AND
ACCESS TO ELECTRONIC MEDICAL
RECORDS**

Revised:

Director's Approval (see signature sheet) _____

Date 6/4/08 _____

Assistant Director's Approval _____

Date _____

Form Ref. -

Reviewed:

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POLICY:

It is the policy of ADMHS to ensure compliance with HIPAA and other relevant State and Federal laws and regulations regarding the privacy of Protected Health Information and the integrity of the ADMHS electronic medical records system.

In particular, it is the policy of the department that all permissions to access to the ADMHS electronic medical records system will be terminated when an individual is no longer qualified to access the PHI of ADMHS consumers based on County employment or the terms of contractual relationships between the County and a CBO.

PROCEDURE:

A. Notification of Termination

1. Whenever an ADMHS employee terminates employment, HR will notify QA within 24 hours of termination.
2. Whenever the position of a volunteer supervised by ADMHS and granted access to the electronic medical records system terminates, the staff member responsible for supervision will notify QA and the manager or supervisor of the program involved within 24 hours of termination.
3. Whenever the relationship between a CBO and an individual employed or supervised by the CBO is terminated, and the individual was granted access to the ADMHS electronic

medical records system, the CBO program manager or supervisor, CEO, or designee will notify QA within 24 hours of termination.

4. Whenever the job duties of an individual employed or supervised by ADMHS or a CBO are changed so that the individual no longer requires access to the ADMHS electronic records system in order to carry out their duties, the manager or supervisor responsible for that individual will notify QA within 24 hours of the change.
5. When terminations or changes in duty described above are planned in advance, ADMHS and CBOs are encouraged to notify QA in advance.

B. Actions Following Notification

When QA is notified of the termination or change in duties as described in #4 above of an employee or volunteer with access to the electronic medical records system:

1. QA will terminate all privileges and permissions in the electronic medical records system within its area of responsibility.
2. QA will notify MIS of the change. MIS will terminate all privileges and permissions within its area of responsibility.

Assistance:

Quality Assurance Coordinator

Reference:

Replaces: