



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 01/2002
CHAPTER 12	Revision Date: 08/2016
6.12.1 DEATH RECORDS: ADMINISTRATIVE HOLD POLICY	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. POLICY

California Correctional Health Care Services (CCHCS) Health Information Management shall:

- Ensure federal and state privacy protections continue to apply to a patient's health information even after death. These protections also require institutions to release records to those people either appointed by the patient or who are deemed a personal representative by state law.
- Allow authorized users to place a patient's health record on Administrative Hold, which prohibits the scanning of additional documents without authorization.
- Remove Administrative Holds under certain circumstances, such as adding documents to the patient's health record.

II. PURPOSE

To ensure the patient's health record is protected after death.

III. RESPONSIBILITY

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.

IV. REFERENCES

- American Health Information Management Association. Who Has the Rights to a Deceased Patient's Records? Journal of AHIMA, August 2009
- California Hospital Association Consent Manual