



<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 01/2002
<b>CHAPTER 12</b>	Revision Date: 08/2016
<b>6.12.2 DEATH RECORDS: ADMINISTRATIVE HOLD PROCEDURE</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## I. PROCEDURE OVERVIEW

California Correctional Health Care Services Health Information Management (HIM) shall determine the appropriate release of a deceased patient's Protected Health Information (PHI) documents. Federal and state privacy protections continue to apply to a patient's PHI even after the patient's death. These protections also require facilities to release records to those people either appointed by the patient or who are deemed a personal representative by state law.

## II. 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 procedure.
- 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 procedure.

## III. PROCEDURE

### A. Placing an Administrative Hold

In the event that a patient's health record needs to be placed on Administrative Hold, the application shall be utilized to allow a Supervisor or authorized user to do so.

### B. Removing an Administrative Hold

1. An Administrative Hold can be removed under certain circumstances, such as adding documents to the patient record.
2. A supervisor or an authorized user may remove an Administrative Hold.

### C. Scanning Additional Documents During an Administrative Hold

1. When additional documents need to be scanned and the health record is on Administrative Hold:
  - a. A Health Record Technician II supervisor or a Health Record Technician I who has been designated as the supervisor backup, shall remove the Administrative Hold temporarily.
  - b. HIM staff shall scan the documents.
  - c. Once the documents are scanned, the chart shall be put back on Administrative Hold.

### D. Replacing an Administrative Hold

When replacing an Administrative Hold, the record must remain locked indefinitely.

## IV. REFERENCES

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

# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

- California Hospital Association Consent Manual