

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that accurate health records are kept for each youth.

PURPOSE

This policy ensures health care providers have the information necessary for medical treatment decisions by requiring accurate and complete medical records.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to youth medical records. At a minimum, these SOPs must contain the following requirements:

**Collection and
Recording of
Health Data**

Only medical staff collect and record health data onto the approved medical record forms.

**Storage of
Records**

The facility maintains a secured system for identification and filing which ensures rapid access to each patient's medical record. A secured system includes:

- Medical records kept in separate locked cabinets located in the medical record section. Health record information is also maintained in JJIS.
- All inactive medical records are separate from active records.

- A copy of records are retained after a youth's release for a period of seven (7) years.

**Access to
Records**

Medical records are accessible only to authorized staff.

Non-medical personnel do not have access to a youth's medical records.

Medical records may be viewed by BJJ quality assurance personnel in the performance of their duties.

**Release of
Information**

Important information regarding a youth's medical condition necessary for the health and/or welfare of the youth, staff, other youths and visitors is provided to staff that are responsible for the youth's care.

AUTHORITY

Child Caring Institutions Rules, R400.4160

Public Health Code, MCL 333.16213

Social Welfare Act, MCL 400.115a(1)(l)