

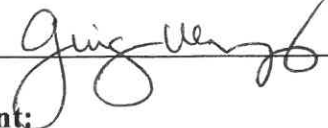
✓

Department: Dental Number: HHS-5119 D

Attachment: _____

Policy: Faxing of Dental Records

Date: July 2001 Revised: July 2001, July 2007, 12/2012

Approved by:  Date: 5/1/13

Policy Statement:

In the event that dental records need to be faxed to a specialist or another health care provider, the staff will maintain patient confidentiality.

Purpose:

To prevent confidential patient information from public purview.

Procedure:

When patient records are to be faxed the staff will:

Attempt to send records with the patient or send by mail if possible before faxing information.

Copy patient records and remove all patient identifiers prior to fax transmission.

Alert the facilities where you are sending information to by phone who the patients is, and ask them to call when the fax is received.