

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

### EXECUTIVE SUMMARY

**POINT PERSON: KAREN GARCIA, DIRECTOR OF SECURITY**

**DATE: 2/6/12**

**OSH POLICY NUMBER & TITLE: 8.003, REPORTING OF PATIENTS ON UNAUTHORIZED LEAVE AND THE HANDLING OF THEIR MEDICAL RECORDS**

#### **PURPOSE OF THIS POLICY:**

See below

#### **SUBSTANTIAL CONTENT CHANGES (EXCLUDING “HOUSEKEEPING” CHANGES):**

The policy includes language that requires a review of the patient’s medical record to determine if any victim notification is required. The policy describes the roles of staff members, the Communication Center, the Communication Center Manager, the patient’s physician, the Health Information Department (formerly Medical Records), and the Oregon State Police.

#### **REFERENCE CHANGES (ORS, OAR, TJC, CMS, OTHER):**

N/A

#### **LOCATION OF POLICY:**

Section 8, Safety, Security, Emergency Management