Stockbridge – Munsee Ella Besaw Center
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Section: Ella Besaw Center
Subject: Confidentiality
Policy : _____
Review Date: _____

Legal: _____
Health Board: _____
Tribal Council: _____
Effective Date: _____

TITLE: Confidentiality

POLICY:
The Ella Besaw Center (EBC) is committed to ensuring the privacy and confidentiality of all residents' health, personal information, and records. These will be safeguarded and disclosed only as authorized by the resident, their designee, or as required by law.

PURPOSE:
The purpose of this policy is to uphold the confidentiality of resident health and personal information and records, as well as the resident's right to approve or refuse the release of such information to individuals outside of the EBC, except where required by law or contractual obligations, in compliance with Section DHS 83.32 (3)(b), Wis. Admin. Code.

PROCEDURE:

1. The EBC shall protect the confidentiality of all resident records, both written and verbal, including health and personal information (see #200CBRF0050, Resident Record Policy). All communication regarding a resident's health and personal matters will be handled with discretion and confidentiality.

2. Residents' health and non-health confidential information should be securely maintained in individual record binders, which are stored in a locked room within the nurse's station. The designated staff member in charge during each shift shall have authorized access to these records as needed to perform their duties.

3. Resident records that are over six (6) months old will be transferred to a labeled file folder with the resident's name and stored securely in a locked file room.

4. EBC staff shall not discuss a resident's health, treatment, or personal information with individuals who are not authorized to have access to this information.

5. Any inquiries regarding a resident's health or personal information should be directed to the EBC manager, who will respond in accordance with applicable laws and regulations.

6. The residents, or their guardian/legal representative, may request to review or obtain a copy of the resident's record. A member of EBC administrative staff will be present during such reviews.

7. To coordinate care and services for terminally ill residents, the licensed hospice program or home health agency providing primary care will be granted access to the resident's treatment records maintained by the EBC.

8. Wisconsin Department of Health Services (DHS) staff may access resident records as necessary for licensing and administrative purposes in accordance with state regulations governing EBC's license.

9. Case discussions among EBC staff will be conducted discreetly, ensuring that treatment information for one resident is not disclosed to another resident.

10. Written informed consent shall be obtained from the residents, their guardian, or legal representative prior to disclosing information to any individual or entity not directly involved in the resident's care or authorized by law.