

### 8.18.7 RECORD TRANSPORT

**Policy:** Client medical records contain personal and sensitive information and are highly confidential documents. Montana Title X clinics must assure that all medical records are safeguarded when transporting them between clinic sites. Only the required amount of medical information necessary to accomplish client care should be transported.

**Procedure:**

When client identifiable information or client records are taken off-site, the following guidance must be observed:

1. Any medical records taken off site must be checked out so that their location is able to be tracked.
2. Records must be placed in a locked box for transportation.
3. Medical records should never be left unattended in a vehicle, visible to the public or in easily accessible areas.
4. Medical records must be returned to the clinic site as soon as possible after use at the outside location.
5. On return to the clinic, medical records must be logged in and/or accounted for.
6. If any medical records are lost, stolen or improperly accessed by others, the staff member must immediately notify the Title X clinic and WMHS of the HIPAA breach per the Montana Title X Family Planning Administrative Manual Policy 2.1 *HIPAA Compliance*.