
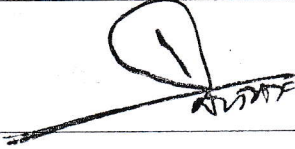


Policy Title:	Access to Health Records Policy	Policy No.	CIMS/102/ADAM /2019/5
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Access to Health Records Policy



CMH Institute of Medical Sciences Bahawalpur

Purpose	To protect against unauthorized or unlawful processing of each health record retained by against accidental loss, destruction or damage
Prepared by	Human Resource Department / Student Affairs 
Reviewed By	Assistant Director Administration
Approved By	Principal 
Custodian of the Policy	Administration
Policy Ref. No	CIMS/102/ADAM/2019/5
Total Pages	2

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Access to Health Records Policy

Health Record Access Policy

In routine Health Records are not accessible to anyone; nor anyone is authorized to gain access of Health Records. However, in special situations an application should be submitted to Committee who will decide for the extent of access or otherwise. In case of permission granted, an affidavit should be submitted stating that he/she is not going to use the record against the interest of institution.

Health Record Access SOPs

- Both faculty and student should submit a written application to the principal for any Academic or other reason to access the Health record.
- However, for research purpose a written application should be submitted to the principal along with IRB approval.
- The approved application will be then submitted to administration department.
- Administration will then forward this application to relevant department for further direction.
- An affidavit should be submitted stating that he/she is not going to use the record against the interest of institution.

Health Record Access Committee (As & When Required)

1. Principal
2. Vice Principal
3. Director Academics
4. Student Affairs Representative
5. 2 X Faculty Members