

NOTES:

Telephone communication should be restricted to future scheduling information only.

To confirm person calling on telephone, call back at the telephone number in the record.

Always document permission from the patient in the patient record.

Documentation of release information and patient record should definitely occur when instructions are given to the patient.

Drug abuse questions on health history form are very sensitive information. Be certain confidentiality is maintained.

If school or employer asks for record of patient visits, permission from patient must be received and documented.

Monitored phone calls can be used for consent in the treatment of minors. This information should be documented in the patient's record.

Any person releasing information about a patient's care should remember two things: 1) that the accuracy of the information is certain, 2) that the confidentiality of the patient information is of utmost importance.