

Privacy Matters



Always ask yourself "Do I need to know the information I am accessing in order to provide care or perform my work duties at this time?" It is important to only access patient information that is pertinent to your job and at the time it is needed. Legally, just because you were once involved with a patient's care is not reason enough to access a patient's chart. You need to have a reason for accessing it **at that time**. If the patient is no longer in your care (ie. patient has been discharged or transferred to a different unit, etc.) the care relationship has ended so you must have a valid "need to know" the information, a purpose for accessing it and document that reason in the comment section provided.