



*Kaiser Permanente Medical Center, San Francisco
Northern California Region*

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 Work Instruction		
Title: Post-Coroner or other Legal Request		WI Number: SFOWI-0827 Revision: 5
Department: Clinical Lab Post-Analytical Area: 2200 Geary Blvd SFO Clinical Lab 2238 Geary Blvd SFO Clinical Lab 2425 Geary Blvd SFO Hospital Lab 4131 Geary Blvd French Campus Lab	<i>Approved & Released Work Instruction</i>	Implementation Date: 06/20/2016
Type of Document: Work Instruction		Review Period - 340 Days

Purpose

In accordance with Kaiser Permanente confidentiality policies, all Kaiser Permanente employees and providers are required to maintain the confidentiality of members' and patients' identifiable medical information. The unauthorized access to and disclosure of individually identifiable medical records and medical information is prohibited.. Medical information may not be disclosed without patient authorization, except as permitted or required by the Confidentiality of Medical Information Act or other applicable law.

California law requires that a hospital, provider of health care, pharmaceutical company, health plan or contractor to disclose medical information **without** prior authorization when the disclosure is compelled by any of the following: a court, a board commission or administrative agency, an arbitrator agency, a search warrant, a coroner and when otherwise required by law.

Procedure

1. Fill in the Specimen request form
2. The individual requesting the samples sign the form and fill in their title.
3. The Coroner will give a business card.
4. Print out a copy of the **RILIS ORV** screen of the patient that has been requested.

5. Review the print out to make sure that the specimens that are being requested are still in SFO lab.
6. If the specimens are still here and it is the correct specimen type, retrieve the specimens, placing them in a specimen biohazard bag.
7. Put the biohazard bag of specimens in a brown paper bag.
8. The Coroner will give a receipt for the specimens.
9. Public Health Dept and Northern California Transplant Bank will call and request result information on a patient.
 - a. Ask the caller to fax the request on their letter head to SFO lab.
 - b. Note the name, telephone and fax number of the person calling.
 - c. Fax requested information to the number provided.
 - d. When faxing is complete, send the letter head request copy to Medical Correspondence. Make sure medical record number and name of the patient is on the request.
10. Put the Coroner and other legal specimen request on the door of the Lab Services Coordinator.

Associated Documents:

External Documents

Associated Quality System Documents - None

Document Revision History:

Revision: 5	Date Created: 01/13/2010 Date of Last Revision: 06/20/2016	Last Approval Date: 06/20/2016
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Reason for Change:



Revision:	Sec/Para Changed	Change Made:	Date
1	N/A	Initial Issue of Document	1/13/2010
2	Procedure 4	Updated with RILIS Millennium function.	12/28/2010
3	N/A	Change of Lab Director	1/9/2012
4	N/A	Change of Lab Director	2/6/2013
5	Approver	Changed approver to Eric Suba	6/20/16

Notification List:

Approvals:

First Approver's Signature

Name: Eric Suba/CA/KAIPERM
Title: Chief of Pathology; CLIA Director

Jun 20, 2016 03:46:55 PM PDT - Approved by: Eric Suba/CA/KAIPERM

Document History Section



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