

Policy: G18 – Third Party Disclosure

Rev.: 5/2017

Bon Secours Health System, Inc.
Richmond Region
St. Mary’s Hospital
Policy/Procedure

Policy Manual: School of Medical Imaging
Section: Student – General

Areas Affected: Students

Page 1 of 1

POLICY STATEMENT:

The student controls disclosure of information within the student’s record. Written and dated consent is required from the student prior to release of information.

Students will not be provided grade information over the phone or e-mail without written release. Transcript request forms are available on-line, from the school office, or a signed and dated letter will also serve as release.

Exception to the Signed Release Policy may occur in cases of judicial order, request from authorized state or federal authority, emergencies and financial assistance organizations.

Employee Wellness (EW) maintains confidential health records of students. EW student records are available only to EW officials except in the event of non-compliant issues that prohibit the student from participation in clinic. Non-compliant issues would necessitate sharing the records with program officials.

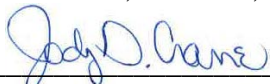
RESPONSIBLE PERSONS: Program Faculty and Program Administration

Approved by:

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

May 15, 2017



Signature

Title

Date

Approval History:

Committees and Dates:

Faculty and administrative review in: 4/2002, 8/2003, 8/2004, 6/2005, 6/2006, 7/2007, 8/2008, 8/2009, 8/2010, 8/2011, 8/2012, 7/2013, 8/2014, 5/2015, 5/2017

DOCUMENTATION: None

REFERENCES: None