

Policy for Maintenance of Patient Confidentiality (RCoD)



**RAHBAR COLLEGE
OF DENTISTRY**

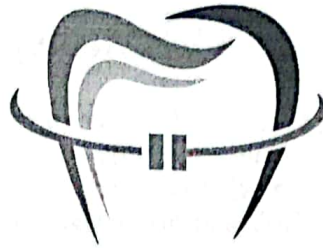
**PRINCIPAL
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No.102/RCoD/P 630 Dated: 12 July 2024

To: Director Admin

Info: Medical Branch



RAHBAR COLLEGE OF DENTISTRY

Policy for Maintenance of Patient Confidentiality

Purpose:

The purpose of this policy is to establish guidelines and procedures to ensure the confidentiality of patient information at RCoD.

Scope:

This policy applies to all faculty, staff and students who have access to patient information within the dental hospital.

Policy Statement

Patient's Consent:

- Every patient must sign a written consent given in the patients' file before the start of the treatment/procedure
- Procedure specific consent form must be filled by every patient
- Verbal consent must be taken before the start of each treatment/procedure.
- Patients' consent must be taken for display of his/her record/case for educational purposes.

Confidentiality of Patient Information:

- All patient information, including personal, medical, and financial records, must be kept strictly confidential.
- Patient information should only be accessed by authorized personnel for legitimate purposes related to patient care, administration, or as required by law.

Access to Patient Information:

- Access to patient information shall be granted on a need-to-know basis only.

- Employees are required to authenticate their identity and access privileges before accessing patient records.

Handling and Disclosure of Patient Information:

- Patient information may only be disclosed to third parties with the patient's explicit consent or as permitted by law (e.g., for medical emergencies, public health reporting).
- When discussing patient information, employees should ensure they are in a private and secure environment to prevent unauthorized disclosure.

Electronic and Paper Records:

- Electronic patient records must be stored on secure, password-protected systems with encryption where appropriate.
- Paper, photographic, radiographic and investigation records must be stored in locked cabinets or rooms with restricted access.

Training and Education:

- All employees, contractors, and volunteers must undergo regular training on patient confidentiality policies and procedures.
- Training should include scenarios and examples to reinforce understanding of confidentiality obligations.

Reporting Breaches:

- Any suspected or actual breaches of patient confidentiality must be reported immediately to the designated Privacy Officer or supervisor.
- Investigations into breaches will be conducted promptly, and corrective actions will be taken as necessary.

Retention and Disposal:

- Patient records should be retained according to legal requirements and hospital policies.
- When records are no longer required, they should be securely disposed off as per the documents disposal policy to prevent unauthorized access.

Compliance Monitoring:

- Compliance with this policy will be monitored regularly through assessments.
- Non-compliance may result in disciplinary action, up to and including termination of employment.

Policy Review:

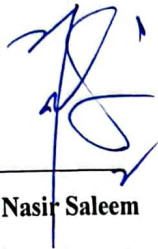
- This policy will be reviewed annually or more frequently as necessary to ensure it remains current and effective.

Conclusion:

Ensuring patient confidentiality is paramount to maintaining trust and professionalism at RCoD. All employees are expected to adhere strictly to this policy to protect the privacy and rights of our patients.

Approval:

This policy is approved by Prof. Dr. Muhammad Nasir Saleem (Principal RCoD) and is effective from 15th July, 2024.



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