

Section:	Family Medicine Residency Program
<b>Document Number:</b>	0032
Title:	Photography or Recording for Education and Training
-	Purposes Policy
Responsible Department:	Graduate Medical Education
Created:	04/08/2019
Revised:	
Superseded:	
<b>GMEC Approved:</b>	04/18/2019
<b>Board of Directors</b>	04/24/2019
Approved:	
Effective:	04/25/2019
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## **POLICY**

Per Health Insurance Portability and Accountability Act (HIPAA) regulations and to ensure that Valley Health Team, Inc. (VHT) is able to effectively provide the highest quality treatment for its patients, the Family Medicine Residency Program must have a policy that establishes criteria and guidelines for the recording, and subsequent handling, security and disposal of such recordings, of resident-patient encounters for training purposes.

#### **SCOPE**

This policy applies to any photography or video recording of a patient encounter for education and training purposes at the Valley Health Team Family Medicine Residency Program's (VHTFMRP) family medicine practice.

#### **PURPOSE**

As a responsible health care provider, VHTFMRP must take reasonable steps to protect its patients, visitors, employees and other staff members from unauthorized photography or recording. Due to the sensitive nature of patient information and to protect patient privacy, these policies and guidelines apply to all photography, imaging, audio, video, or other electronic recording of patients, visitors, employees, or other persons present within a VHT facility, for the purposes of resident training.

#### PROCEDURE

When taking photographs or recordings for education and training purposes, the following guidelines should be followed:

### **Written Consent:**

- 1. Before taking any photographs or recordings for education or training purposes, written consent shall be obtained from the patient (or authorized legal representative) using the
  - The "Consent to Photograph and Authorization for Use and Disclosure" Form (ADM 051)
- 2. A health care provider, or appropriately delegated person, is responsible to explain to the patient (or authorized legal representative) why a consent document is required by describing:
  - The purpose of taking the photography or recording; and



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- The proposed use(s) of the photography or recording (e.g., education or training purposes).
- 3. A patient may revoke consent as set forth in the form. No further use or disclosure shall be made of the photography or recordings after a written revocation is received from the patient or authorized legal representative.

## Photograph/Recording:

- 1. The photograph and/or recording should include the patient, and as few family members or visitors as possible to serve the educational purpose(s).
- 2. Any such photograph or recording should only be made with clinic-owned equipment.
- 3. The patient's medical record should note that photographs and/or recordings were taken for such purposes.

# Handling and Storage of Photograph/Recording:

- 1. The photograph and/or recording should be secured by the physician or administrator who requested the photograph or recording for such purposes during the clinic session in which it was created. A trained medical staff member may be designated to secure the photograph and/or recording if needed for timely handling of the material.
- 2. It will then be delivered to VHTFMRP staff to be retained securely in a locked file cabinet in the program office.
- 3. Access to the photograph and/or recording will be limited to VHTFMRP faculty, staff and the residents to whom the item pertain(s), for education/training purposes.
- 4. The photograph and/or recording will never be stored on a personal hard drive or removed from the clinic.

# Disposal of Photograph and/or Recording:

1. Any photograph or recording of a patient made for education and training purposes should be deleted from the clinic-owned equipment within 6 months of the trainee's successful completion of his/her training.

Attachment: Form ADM 051 Consent to Photograph and Authorization for Use and Disclosure



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Chief Executive Officer

President, Board of Directors

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