


<p>SUBJECT: Abuse Reporting – General Guidelines Regarding Documentation, Evidence Collection and Confidentiality</p>	
<p>DEPARTMENT: Intensive Care Services</p>	<p>Page: 1</p>
<p>REFERENCE # 01-01-0180</p>	<p>Of: 1</p>

POLICY

- To delineate how assessment and documentation of suspected patient abuse is carried out. Also, to delineate requirements regarding evidence collection and regarding confidentiality.
- Initial assessments of victims of alleged or suspected abuse/neglect are conducted throughout the hospital as a result of observation of reports that employees are exposed to through the scope of their professional activities. Follow-up assessments are done in accordance with state laws.
- Observations, reports and assessments of suspected patient abuse/neglect are documented in the medical charts. Documentation of verbal reports to authorities is entered into the medical charts. Copies of required written reports to authorities regarding suspected abuse/neglect of patients are maintained in the medical charts.
- Collection, retention and safeguarding of evidentiary material released by a patient are carried out by direction of law enforcement, or other appropriate authorities, including state laws.
- Information regarding suspected patient abuse/neglect will be disclosed only to law enforcement authorities and/or to appropriate agencies, i.e., DCFS, APS, Ombudsman, longterm care licensing agencies through the County Health Department. Persons who are trained and qualified to serve on multidisciplinary personnel teams within the hospital may disclose to one another information and records that are relevant to the prevention, identification or treatment of abuse.
- Procedures regarding responding to specific types of abuse/neglect, elder/dependent adult, suspected child abuse/neglect, injuries inflicted by firearm or assaultive or in abusive conduct including domestic violence and prenatal substance abuse, are contained in hospital policies. These policies clearly delineate reporting laws, where to report, reporting forms and how to intervene with victims and perpetrators.

<p>Director of Department</p>	<p>Director of Medical Administration</p>	<p>Program Director</p>