WAC 246-341-0425 Agency administration—Individual clinical record system. Each agency licensed by the department to provide any behavioral health service must:

1. Maintain a comprehensive clinical record system that includes policies and procedures that protect an individual's personal health information;
2. Ensure that the individual's personal health information is shared or released only in compliance with applicable state and federal law;
3. If maintaining electronic individual clinical records:
   a. Provide secure, limited access through means that prevent modification or deletion after initial preparation;
   b. Provide for a backup of records in the event of equipment, media, or human error; and
   c. Provide for protection from unauthorized access, including network and internet access;
4. Retain an individual's clinical record, including an electronic record, for a minimum of six years after the discharge or transfer of any individual;
5. Retain a youth's or child's individual clinical record, including an electronic record, for at least six years after the most recent discharge, or at least three years following the youth’s or child's eighteenth birthday; and
6. Meet the access to clinical records requirements in WAC 246-341-0650.

[Statutory Authority: 2018 c 201 and 2018 c 291. WSR 19-09-062, § 246-341-0425, filed 4/16/19, effective 5/17/19.]