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Owner: David Behinfar: HCS-Privacy Dir
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Applicability: UNC Medical Center

Health Screenings and Health Fairs: Consent and Documentation

I. Description

Policy regarding documentation at health fairs and screenings conducted by UNC Health Care System (UNCHCS) or in which UNCHCS participates.

II. Rationale (Policy)

It is the policy of UNCHCS to participate in opportunities for community members to be screened for and obtain information about specific health issues, diseases and various conditions. In doing so, UNCHCS will protect individually identifiable health information (protected health information or PHI) from inappropriate disclosure or use, and will otherwise comply with applicable laws, including the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulations (HIPAA). Accordingly, all participation by UNCHCS in health screenings and health fairs will be conducted pursuant to the procedures in this policy.

III. Procedure

1. All participation in health screenings or health fairs by any staff members or departments of UNCHCS will be coordinated by the participating department and the UNCHCS Communications, Marketing and External Affairs Department, which will ensure that proper documentation is provided to participants in accordance with this policy.
2. If the participation of UNCHCS in a particular health screening or health fair will NOT involve either (i) an invasive test (such as blood draws (other than finger prick) or internal examination), (ii) retention of written documentation regarding the screening, or (iii) follow-up regarding the results of the screening, then (a) no sign-in sheet will be maintained for participants, (b) no Notice of Privacy Practices needs to be given to participants in the screening, and (c) no General Consent for Health Screening needs to be obtained from participants.
3. If the participation of UNCHCS in a particular health screening or health fair WILL involve either (i) an invasive test (such as blood draws (other than finger prick) or internal examination), (ii) retention of written documentation regarding the screening, or (iii) follow-up regarding the results of the screening, then the following procedures must be followed:
 - a. Participants in the screening will be given a copy of the UNCHCS Notice of Privacy Practices.
 - b. An information sheet will be prepared and provided to each participant in the health screening and

will include information regarding the type of screening that is being provided, the manner in which results from the screening will be provided to participants, and any follow up care required along with a statement that the participant is responsible for obtaining follow up care from a provider of his or her choice.

- c. The approved General Consent for Health Screening form attached to this policy will be obtained from each participant.
- d. All documentation obtained from participants and screening results will be securely retained by the department organizing the health screening or health fair. Paper documentation may be either: (1) scanned to PDF files and stored as password-protected or encrypted electronic files, at which time the paper documents may be destroyed in accordance with applicable HIPAA policy and procedure on destruction of PHI; or (2) stored in a locked cabinet. Paper and electronic documentation will be maintained by the department in accordance with applicable UNCHCS record retention policies.
- e. Documentation obtained from participants is not considered a medical record or part of a legal health record.

Attachments:

[General Consent for Health Screenings](#)

Applicability

UNC Medical Center

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