

**UMATILLA-MORROW HEAD START, INC.
WIC PROGRAM
POLICIES AND PROCEDURES**

DISCLOSURE OF RECORDS

POLICY: Umatilla-Morrow Head Start, Inc. WIC Program will protect the confidentiality of all participant information in accordance with both Oregon and Federal laws. Confidential information will be released to persons outside of UMCHS, Inc. only with a signed Authorization for Release of Information Form.

PROCEDURES:

1. A participant or their legal guardian must voluntarily give written consent before information about the individual can be released to someone else. Consent must be based on a full understanding of what information will be exchanged, with whom it will be shared, and how it will be used. The participant, or the participant's legal guardian, needs to authorize any disclosure by completing the Authorization for Release of Information Form in its entirety. A WIC staff person will review the form in the participant's presence to ensure that the form is complete. The WIC staff person will then sign and date the form at the bottom to verify that it is a true copy of the original document.
2. Only the information indicated on the completed Authorization for Release of Information Form may be shared. This may mean that only part of the participant's record is released.
3. Whenever a participant's record, or part of it, is disclosed, the signed Authorization for Release of Information form will be kept in a file folder labeled with the participant's name and stored in a locked file cabinet at the clinic. A notation of the release should be made in the progress notes in the participant's TWIST file and should include the date of the disclosure, the name of the recipient, the name of disclosing person and brief description of the information disclosed.
4. Participants or their legal guardians are allowed access to their WIC health record and may request that a copy be released to them.
5. Telephone requests should be verified to ensure that the requesting party is entitled to the information. The Disclosure of Records Procedure must still be followed.
6. Please also refer to Oregon WIC Policies and Procedures manual under Local Operations, section 450 for additional guidance.