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**HOCKING VALLEY COMMUNITY HOSPITAL
HUMAN RESOURCES
POLICY AND PROCEDURE**

POLICY AND PROCEDURE FOR: AVAILABILITY OF PUBLIC RECORDS

POLICY:

Public records are accessible with proper notice in order to comply with Ohio Revised Code 149.39.

PURPOSE:

- In accordance with the Ohio Public Records Act, HVCH will provide access to all public records maintained by HVCH.
- For purposes of this policy, a public record is any document, device or item that is :
 - Stored on a fixed medium such as paper, computer or film
 - Created, received or sent under the jurisdiction of a public office
 - Documents the organization functions, policies, decision, procedures, operations or other activities of the office.
- These records will be available for prompt inspection to any person at any reasonable time during regular business hours. Upon request, copies of public records will be provided within a reasonable amount of time and the requestor may not be charged more than the actual cost to Hocking Valley Community Hospital for producing such records. The rate for this is established by the hospital.
- The Ohio Public Records Act generally excludes some medical records, trial preparation records, law enforcement investigatory records, student education records, intellectual property records and donor profile records to name a few. Section 149.43 of the Ohio Revised Code contains the complete list.
- Responsibility for maintaining and producing public records resides with the head of the respective unit where the records are kept. The Director/Supervisor is responsible for developing procedures for maintaining and providing public records within their area of responsibility to assure compliance with state law, and within HVCH established records retention schedule.
- Responsibility for tracking public records requests received by HVCH resides with the President or the President's appointed designee.

PROCEDURE:

1. Intake of a request
 - a. All media requests for records should be directed through the office of the President or the Community Relations Department.
 - b. All other records requests should be directed through the office of the President.
2. Should a request be made directly to a department, the department from which the request has been made must notify the President's office immediately, and provide a copy of the request. All requests must be tracked by: Name of requestor, summary description of records being sought, date of request, date of response to request, and what records were provided or denied.
3. Written requests are preferred and these should be documented on the form, "Request to Obtain Public Record." Requests should be reasonably specific and describe what is being sought.
4. Once a request is made, Hocking Valley Community Hospital will respond within a reasonable period of time unless there is an issue with the nature or size of the request. In such instances, it will be HVCH's responsibility to respond to the requestor as to the issues that prevent providing a timely response. Prior to the response being sent out, the office of the President will review the request and response prior to the release of the material requested.
5. Once an approval has been granted, the appropriate department will invite the requestor to come to HVCH to review the documents in question. Should the requestor seek copies of the documents, they will be charged the standard fee per page established by the hospital. Should a request come from a location that does not permit on-site record inspection, a written response will be provided once reviewed and approved by the office of the President.
6. Whenever deemed appropriate, the President or the President's appointed designee may seek legal counsel to facilitate addressing a public records request.