

**HEALTH SERVICES POLICY & PROCEDURE MANUAL**

**North Carolina Department Of Public Safety**

**SECTION: Administrative – Medical  
Records**

**POLICY # AD VI-6**

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**SUBJECT: Audio, Video, Photographic and  
Digital Files**

**EFFECTIVE DATE: May 2014  
SUPERCEDES DATE: May 2008**

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**PURPOSE**

To provide guidelines for diagnostic and therapeutic audio, video, photographic or other digital files.

**POLICY**

- I. Audio policy, video and photographic recordings; either hard copy or digital files made in the course of diagnostic or therapeutic processes, are private and confidential.

**PROCEDURE**

- A. No consent is required if the file is being made as an integral part of the offender's medical record.
- B. The offender's identity may NOT be revealed if the images are used in later case studies.
- C. A digital file is to be considered :
1. part of the medical record and
  2. will be retained according to established retention schedules.

Notation should be made in the medical record of the offender indicating the existence of audio or video recordings, including the availability and location of the recordings.

- D. Hardcopies of photographic, video or audio related to medical treatment shall be integrated into the electronic health record and stored in the document manager. Each digital file shall include the offender name, number and date within the file.

*Paula J. Smith, M.D.*

5/16/2014

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Paula Smith MD, Chief of Health Services      Date

SOR: Medical Record Director