LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

HANDLING MEDICAL RECORDS AND DOCUMENTS CONTAMINATED WITH BLOOD OR BODY FLUIDS

Purpose:

To prevent personnel exposure or environmental contamination from documents soiled with blood or body fluids.

Policy:

NOTE: A document soiled with any amount of body fluid, wet or dry, is considered contaminated.

1. Put on gloves when contaminated documents are noted.

2. With gloved hand, place contaminated item in clean plastic folder immediately.

3. Make a photocopy of contaminated documents. May need second person to operate photocopy machine to prevent contamination of this equipment.

4. Shred contaminated documents and then discard into regular trash. Remove gloves, discard into regular trash. If gloves and/or contaminated document are heavily soiled, discard into contaminated trash receptacle. Personal protective equipment (gloves, goggles, mask, and gown) will be available to personnel that come in contact with the internal working of the paper shredder. Paper shredder is labeled as contaminated.

5. After removal of gloves, wash hands for 10 seconds with antimicrobial soap (chlorhexidine soap).

6. For legal purposes, HIM shall stamp the photocopies, “This is a certified copy of the original document as the original document was contaminated with blood and/or products.”
7. If the copy machine or any surface becomes soiled with blood and/or body fluids, do not attempt to clean this area. Immediately notify Environmental Services to clean the contaminated area.

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Administrator

10/22/03

Date

Approved by Clinical Board: 4/16/02, 10/21/03
Written: 12/94
Revised: 10/96, 7/99, 4/02, 9/03