Handing 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 and deliver to the Health Information Management Department.

Health Information Management will:

1. Put on gloves to receive the contaminated documents.

2. If the contaminated document has not been placed in a clean plastic folder do so at this time.

3. Make a photocopy of the contaminated documents. A second person may be needed 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 at least 15 seconds with antimicrobial soap (chlorhexidine soap) or alcohol-based gel using 5ml and rubbing hands together working the gel into the skin on all surfaces, until the gel is dry. Refer to Hand Hygiene Policy, IC 2.0
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.”

Nursing will:
• Place certified copy of the original document on the medical record.

References:
CDC. Guidelines for Environmental Infection Control in Health Care Facilities

LSUHSC IC 2.0 Hand Hygiene

LSUHSC IC 1.0 Infection Control Bloodborne Pathogens, Isolation, Tuberculosis Guidelines (B.I.T.)

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