



新界東醫院聯網
NEW TERRITORIES
EAST CLUSTER

病人資料的保密

所有職員均有責任保護醫療紀錄，以保密其資料，並防止未經授權的人士閱讀或使用。



職員應把醫療紀錄放在運送車內，並把醫療紀錄的表面及有病人資料的位置覆蓋。



職員必需穿著制服並佩帶職員証。



不可以隨便擺放醫療紀錄或運送車。



不可以讓醫療紀錄封面(病人資料)外露。

Privacy Committee, NTEC
Nov 2007



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Confidentiality of Patient Data

All staff are responsible for the safety & confidentiality of the medical records and to prevent unauthorized use.



Medical records should be placed in a well-covered trolley for delivery.



Staff should always wear uniform and staff ID.



Do not leave the medical record trolley unattended.

Privacy Committee, NTEC
Nov 2007



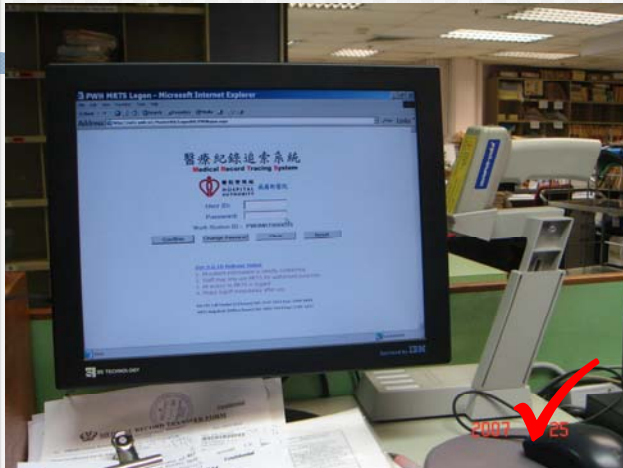
Do not expose patient's data on medical record cover.



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職員應該在完成電腦工作後登出電腦系統。



有病人資料的紙張應棄置在保密的環保袋內。



在未經授權下，不得擅自翻閱醫療紀錄。



不應公開討論病人資料。

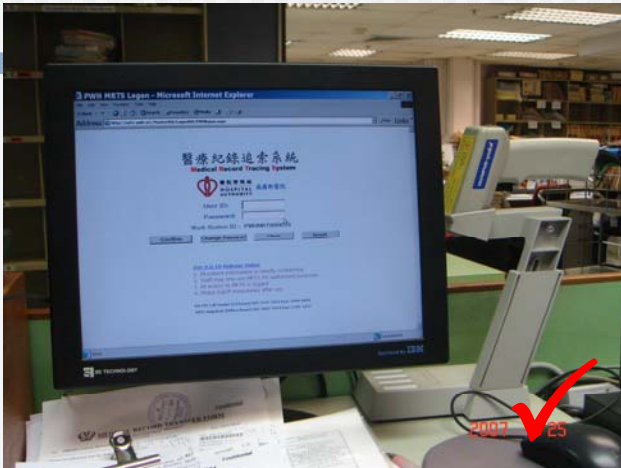
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Confidentiality of patient data

All staff who is handling medical records should ensure its security and to prevent unauthorized use.



Log off after use.



Waste paper contains patient data should be placed in a designated recycle bag.



Do not read medical records without authorization.



Do not discuss patient data in public.

Privacy Committee, NTEC
Nov 2007