

CONNECTICUT VALLEY HOSPITAL

OPERATIONAL PROCEDURE MANUAL

SECTION I:	PATIENT FOCUSED FUNCTIONS
CHAPTER 1:	Ethics, Rights and Responsibilities
PROCEDURE 1.20:	Recording and Filming of Patients
REVISED:	11/07/06; 07/21/08; 08/22/11; 04/27/15; Reviewed 02/18
Governing Body Approval:	09/22/11; 05/14/15; 04/18

PURPOSE: To clarify the circumstances in which a patient may and may not be recorded or filmed.

SCOPE: All Connecticut Valley Hospital (CVH) staff and all contracted staff

POLICY:

The hospital is committed to protecting the privacy of patients through adherence to statutory state and federal confidentiality protections.

Definitions:

Patient Care Areas are defined as any area where patients are present.

PROCEDURE:

- A. Generally, patients are not to be recorded or filmed other than for the following purposes:
1. Photographs taken for identification purposes (typically done at admission);
 2. When patients access areas surveyed by security cameras;
 3. When patients attend public hearings held on the CVH campus (See [*Operational Procedure 1.21 Videotaping of Public Hearings held on CVH Campus*](#));
 4. With patient consent (and after consultation with their attorney) as part of a forensic evaluation; and
 5. With patient consent, portraits may be taken (typically at special events) by authorized CVH staff that would then be given to the patients directly for their personal use and distribution will be conducted periodically;
 6. With patient consent as part of a police investigation
- B. For situations in which recording or filming are to be conducted either for internal organizational purposes (such as education or improving performance) or external purposes (in which the public will see and/or hear them) separate specific written consent is required from each patient involved. This includes therapeutic activities with patients in which other patients are photographed. Form [*CVH-612 Consent to Photograph/Videotaping*](#) must be completed in its entirety to be valid, including the intended use of the recording or filming. The completed form is filed in the legal section of the patient's medical record.

- C. Patient's family members and visitors who wish to take photographs of the patient for personal use must check with staff so that arrangements can be made while at the same time assuring that no other patient's confidentiality is jeopardized. Hospital staff may assist patients who request having photographs taken for their own personal use.
- D. Cell phones, cameras and other technology capable of recording or filming are not to be used in patient care areas.
- E. Although the use of cell phones is permissible in non-patient care areas, the use of the camera function of any electronic device is strictly prohibited on CVH grounds.