



## Printing and Downloading

This instruction sheet will cover how to Print and Download documents from PolicyStat.

Note: All Procedure documents printed, save as PDF, or downloaded from PolicyStat will display a 'Copy' watermark to indicate that it is only a copy. This watermark cannot be removed.

- 1) With the policy open, click on the **Printer Friendly** button located on the right side of the page.

The screenshot shows the PolicyStat interface for a policy document. At the top right, there are two buttons: 'Printer Friendly' and 'Email Copy'. The 'Printer Friendly' button is highlighted with a red box. A red callout box with the text 'Print button here' points to this button. The main content area displays the policy title '02-03.01 Access to Case Records/Confidentiality' and includes the LifeWays logo and a table of metadata.

Current Status: Active		PolicyStat ID: 640949
Origination:	9/7/1997	
Effective:	2/7/2019	
Last Approved:	2/7/2019	
Last Revised:	2/7/2019	
Next Review:	2/7/2020	
Owner:	Cleveland Mahon, Recipient Rights Officer	
Area:	02.00 Recipient Rights	
Audience:	LifeWays Staff, LifeWays Provider Network	

- 2) The document will then open. From here, the procedure can be printed, saved as PDF or downloaded.

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Current Status: Active PolicyStat ID: 6489949

**LifeWays**  
Community Mental Health

Origination: 9/17/1997  
Effective: 2/7/2019  
Last Approved: 2/7/2019  
Last Revised: 2/7/2019  
Next Review: 2/7/2020  
Owner: Clevester Moten: Recipient Rights Officer  
Area: 02.00 Recipient Rights  
Audience: LifeWays Staff, LifeWays' Provider Network

**02-03.01 Access to Case Records/Confidentiality**

**I. PURPOSE**  
To ensure the recipient his or her rights of access and confidentiality.

**II. DEFINITIONS**

A. Confidentiality and Disclosure - All information related to recipients is confidential as outlined in the Board Policy (Access to Case Records), the Mental Health Code, Administrative Rules, the Public Health Code regarding privileged information [MHC 748(1)], and the Health Insurance Portability and Accountability Act (HIPAA).

B. Confidential Information -- means all information in the record of a recipient and all information acquired in the course of providing services [MHC 748(1)], including:

1. Information acquired in diagnostic interviews or examinations;
2. results and interpretations of tests ordered by a mental health professional or given by a facility.

Download button

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