



Rowan County Health Department Policies and Procedures		Original Effective Date: 2/10/2007	Page 1 of 2
Title: Health Data and Information		Revision date: 9/30/2012; 11/7/2014; 10/2017	Review date: 9/30/2012; 8/31/2015; 8/2016; 9/19/2018
Location: N Drive and BOH Binder in Front Office		Revised by:	Reviewed by: June Miller
Persons affected: Rowan County Health Department Staff		Summary of changes:	
Position	Signature	Date	
Chair of Board of Health		10/9/18	
Health Director		10-11-18	

Note: Components may vary depending on the type and nature of the policy/procedure.

Policy:

The public shall have free and ready access to health information and data describing the health status of Rowan County residents.

Purpose:

The Purpose is to provide information to the public regarding community data and health status information.

Procedure:

1. RCHD will post this policy and procedures on its website at <https://www.rowancountync.gov/256/Health-Department>
2. The RCHD website will provide links to websites managed by reliable organizations that provide health information and data on births, deaths, infant mortality, and the incidence of teen pregnancy in Rowan County.
3. When a person contacts the Health Department in person, email, or by phone, health information requests will be directed to the appropriate sub-department to log formal information requests and provide information. Only health information requests for RCHD information will be logged.
4. RCHD will provide data on patient and client use of RCHD programs and services when it receives written requests specifying:

- (a) the data being requested,
 - (b) the period of time for which data is needed, and
 - (c) the requestor's name, mailing address, and daytime telephone number.
- Written responses will be made within two weeks of receiving the request. Requests that seek the name, address, or other identifying patient information will not be honored.

5. This policy will be available at the Health Department Administrative Office and those individuals that do not have access to the World Wide Web computer system can ask for information to be provided via hard copy. All health data requests should be mailed to:

Rowan County Health Director
Rowan County Health Department
1811 East Innes Street
Salisbury, NC 28146