

Name: _____ Date: _____



In every clinic or hospital, when a patient seeks medical care, they share personal health details. This information is very important and must be kept private. Patients need to trust that doctors, nurses, and all healthcare staff will protect their data.

When a patient arrives, the receptionist confirms the appointment. Often, the patient fills out a form with their name, address, and health information, and signs it. These papers are added to the patient's medical file.

A medical record shows a patient's health history, including past illnesses, treatments, medicines, and vaccines. Doctors use this record to make the best care decisions. Sometimes, a doctor writes a report for another doctor, called a referral, to help the patient get specialized care.

All files, reports, and forms are stored in a secure database. This database has special codes and rules to ensure only authorized people can access the information. Hospitals use these rules to keep patient data safe.

Records are also needed for insurance and billing. Insurance companies often request documents before they pay. Hospitals create and send the correct reports to simplify the billing process.

When records are no longer needed, they are carefully destroyed. Paper records are shredded, and computer files are deleted to keep the information private.

In conclusion, keeping patient records safe is very important. From the reception and appointment to the database and billing, every step must protect the patient. With good rules and strong systems, hospitals and clinics can protect data and provide better health care.

Summary

- Doctors and clinics must keep patient information private to protect patient confidentiality.
- Medical records tell the story of a patient's health and help doctors give the best care.
- Clinics have rules to keep patient records safe, even after a patient stops going there.

Name: _____ Date: _____



Vocabulary

Review key vocabulary words from the reading.

confidentiality

noun

Keeping information private and not telling it to others.

The doctor promised to keep my medical information with confidentiality.

privacy

noun

Keeping your personal information and life away from other people.

Everyone has a right to privacy, so people should not read your diary.

Medical records

noun

Official papers that tell about a person's health history.

The doctor looked at my medical records to see if I had any allergies.

Clinics

noun

Places where people go to see a doctor or get medical help.

Many clinics offer flu shots during the fall.

insurance

noun

An arrangement in which you pay money to a company, and they pay for some of your costs if you have an accident, illness, etc.

My mom has health insurance that helps pay for our doctor visits.

patient

noun

A person who is getting medical care from a doctor or hospital.

The patient waited patiently for the doctor to call her name.

secure

adjective

Safe and protected from harm or danger.

It is important to keep your personal information secure online.

Name: _____ Date: _____



Multiple Choice Questions

Answer the following multiple choice questions about the reading.

1. What is it called when doctors keep a patient's health information safe and private?

- A. Patient confidentiality
- B. Personal space
- C. Doctor's secret
- D. Medical history

2. Why do clinics keep patient records for a long time?

- A. Because the information might be needed later
- B. To sell the information to other companies
- C. Because they forget to destroy them
- D. To make more space in the clinic

3. According to the passage, what do medical records help doctors do?

- A. Help doctors get better parking spots
- B. Help doctors get more patients
- C. Help doctors give the best care
- D. Help doctors avoid paperwork

Name: _____ Date: _____



Short Answer Questions

Answer the following short answer questions about the reading.

1. What kind of information do people share with their doctors, and why is it important to keep this information safe?

2. What are medical records like, and what kind of information do they include?

3. What should clinics do with patient records when they are no longer needed, and why is this important?

Name: _____ Date: _____



Think Pair Share

Instructions: Read and answer the question independently. Compare your answer with your partners. Work together to prepare what you will share.

Why is it important for doctors to keep your health information private, and how does it make you feel when you know they are protecting your information?

I think...

Before talking to your partner, answer the question using what you learned from the reading and your own background knowledge.

My partner thinks...

Take notes on your partners response. How is it different from yours? How is it the same?

We will share...

Decide together what you will share aloud with others.

Name: _____ Date: _____



Vocabulary Matching

Instructions: For each term, draw a line connecting it to its definition.

Term	Line Connecting Term to Definition	Definition
insurance		Places where people go to see a doctor or get medical help.
report		An arrangement in which you pay money to a company, and they pay for some of your costs if you have an accident, illness, etc.
Clinics		a place where lots of information is kept in a computer.
confidential		Official papers that tell about a person's health history.
privacy		A person who is getting medical care from a doctor or hospital.
patient		Keeping your personal information and life away from other people.
Medical records		something that is private and should not be shared.
database		a written or spoken description of something that happened or was studied.