



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene  
Office of Health Care Quality  
Bland Bryant Building • Spring Grove Center  
55 Wade Avenue • Catonsville, Maryland 21228

**TO:** All Comprehensive and Extended Care Facilities

**FROM:** Carol Benner, Director, Office of Health Care Quality

**SUBJECT:** **Maintaining Residents' Confidentiality in Plans of Correction Submitted by Nursing Homes**

**DATE:** November 15, 2000

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As you know, the statement of deficiencies and plan of correction are publicly disclosable documents and, as such, must not reveal the identity of residents.

An audit of the plans of correction submitted by nursing homes to our Office as a result of state and federal surveys, follow-up visits and complaint investigations has been completed. The results of the audit indicate that some nursing homes have included confidential information such as residents' names in the plans of correction, and/or the attachments to the plans of correction.

I am requesting that you immediately review the statement of deficiencies and plan of correction which you are required to post or have readily available in your facility. Please make certain that any resident names that may be included in these documents are redacted. I am also requesting that you carefully review, before submission to our Office, any plans of correction, including attachments to the plan of correction, to ensure that resident names are not included. If you wish to include nurses or physician notes, therapy notes, etc. concerning individual residents as part of your plan of correction, the residents must be identified only by their resident number which corresponds to the number listed in the statement of deficiencies.

We will consider any plan of correction which includes resident names to be unacceptable, which may subject the facility to appropriate enforcement actions.

Thank you in advance for your cooperation.

If you have any questions, please contact your survey coordinator.

cc: Sue Ward  
Georges C. Benjamin, MD

NH: 0002

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