

**County of Santa Clara
Department of Environmental Health
Hazardous Materials Compliance Division
Solid Waste Programs**



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CLIENT RECORDS REQUIRED FOR BODY ART

Before a body art procedure begins, pertinent records, informed consent and acknowledgment of aftercare instructions shall be obtained from the client. This information shall be obtained by having the client read, complete and sign a **Client Informed Consent Form**, a **Medical Questionnaire Form** and an **Aftercare Instructions Form** which comply with The Safe Body Art Act and have been approved by the County of Santa Clara Department of Environmental Health.

The information obtained from the client on these forms will be considered confidential information. All information gathered from the client that is personal medical information and that is subject to the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) or similar state laws shall be maintained or disposed of in compliance with those provisions.

The permit holder (practitioner, facility owner or operator) is obligated to maintain proper records for each client. In addition to The Safe Body Art Act (CHSC Section 119303), local ordinance (SCC Ordinance Code Section B11-503) requires the records shall include the following:

1. Indicate the type of government issued ID (e.g. passport, driver's license, birth certificate) used to verify the client's identity, age, current address and consent. An original copy of the consent form shall be kept for a minimum of three years.
2. The body art practitioner's legal name and proof of valid registration, e.g. Body Art Practitioner Photo ID Card or FA#.
3. Copy of the informed consent form, medical questionnaire form and aftercare instructions form which have been signed and dated by both the client and practitioner.
4. Documentation is to be kept in the client record if he/she was seen by a physician or clinic for any treatment which may be related to the body art procedure.

Included with this cover letter is a client records template. The County of Santa Clara Department of Environmental Health recommends that all body art facility owners use this template as a guide to develop forms that will be specific in obtaining records beneficial in protecting the health and safety of all potential clients.

If you have any questions, please contact the County of Santa Clara Department of Environmental Health, Body Art Program at (408) 918-3400. Information is also available on our website at www.sccwaste.org