

RECLAIMÉ

Reference Guidelines

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Minor Reporting

Adult Reporting

Reporting Guidelines

Contacting Law
Enforcement

Guidelines to
discussing PHI

Medical Documentation

Hotlines

Minor Reporting

Minor < 18 years old

SUSPECTED OR
CONFIRMED VICTIM:

CHILD PROTECTIVE SERVICES
(CPS)

AND

CONTACT LAW
ENFORCEMENT

Adult Reporting

18 years old or older

Identified Victim Accepting Assistance

- Contact anti-HT agency for placement/resources
- Contact Law Enforcement if victim consents

Identified Victim Refusing Assistance

- Report identified crime to local LE Fusion Center or LE TIP-LINE (see hotlines and online reporting)

Suspicion for trafficking but patient refuses to talk

- Report suspicion for crime to local LE Fusion Center or LE TIP-LINE (see hotlines and online reporting)

Reporting Guidelines

WHEN YOU CALL 9-1-1

ALWAYS Verbalize concern for HUMAN TRAFFICKING (suspected or confirmed)

Local Law enforcement may have specialized units or officers who respond such as:

- Human Trafficking Specialized Law Enforcement Officers
- VICE Unit
- Human Trafficking Task Force
- High-Risk Crimes Unit
- Domestic Investigation and Sex Crimes Unit (DISC unit)

REPORTING GUIDELINES

QUESTION: When should I report my concern for human trafficking?

ANSWER: When a patient of any age describes their life being in imminent danger or a victim of human trafficking.

QUESTION: Where can I report this?
Who can help me?

ANSWER:

- FBI Local Field Office
(See Hotlines and Online reporting)
- Homeland Security TIP LINE
1-866-347-2423
- Local Fusion Center
- National Human Trafficking
Hotline
(1-888-373-7800)

GUIDELINES FOR CONTACTING LAW ENFORCEMENT

- "I have a (confirmed or suspected) human trafficking victim at my facility
- Experiencing difficulty? Ask to speak with law enforcement supervisor

Law Enforcement Arrival to Facility

- Determine contact person with police to communicate point of entry and exit
- use back or side doors, not a main entrance with high visibility

When can a Healthcare Professional contact Law Enforcement without Violating HIPAA?

- The report is made in good faith and believes to be evidence of a crime that occurred
- Child Abuse or Neglect
- The report to LE is reasonably able to prevent or lesson a serious and imminent threat to the health or safety of an individual or the public
- To alert LE to the death of an individual, when there is suspicion, that death resulted from a criminal conduct
- When responding to an off-site medical emergency, as necessary to alert LE to criminal activity

When can a Healthcare Professional contact Law Enforcement without Violating HIPAA?

- When the report is required by law to do so (i.e., stab wounds, GSW, etc.)
- To comply with court order, court-ordered warrant, subpoena, or summons issued by a judicial officer
- For the purpose of identifying or locating a suspect, fugitive, material witness, or missing person
- Adult victims of a crime when the victim agrees or in limited circumstances when the individual is unable to agree

HIPAA Adult vs. Minor Reporting, Full PDF Download, [page 3](#)

Conversation guidelines with Anti-Human Trafficking Agency

How NOT to disclose PHI:

I have a (minor or adult) patient that is (confirmed or suspected) victim of human trafficking. Myself and the patient do not have immediate concerns for safety. Do you have any resources that would be appropriate for this patient?

How to disclose PHI:

I have a 16-year-old female victim of sex trafficking. Myself and the patient do not have immediate concerns for safety. She is willing to go to a facility to start rehabilitating. There is a positive history of drug abuse. Do you have a resource that could best meet her needs?

MEDICAL DOCUMENTATION

- Unbiased medical facts
- Direct unaltered patient quotes
- Keep history simple
- All physical exam findings:
Bruises • Scars/burns • Tattoos •
Piercings • Surgical incisions
- Mental health presentation
- Document type of work patient
does

Photography:

- Obtain patient consent (refer to institution policy)
- Full body (including face) and focused on areas of injury
- Refer to institutional policy regarding approved camera use.

Hotlines & Online Reporting

National Human Trafficking Hotline

Local Resource Guide •

24 HR Hotline 1-888-373-7888

Local Resources

Mandatory Reporting Law by State

Child Abuse & Neglect Reporting Agency
by State

Toll Free Crisis Hotline Numbers

Rape & Sexual Assault Reporting Law by
State

FBI Local Field Office Locator

Homeland Security Tip Line

1-866-347-2423

NCMEC Report Missing or Exploited

Children - 24 HR Hotline CyberTipline

1-800-THE-LOST (1-800-843-5678)

Missing Child Clearinghouses by state

ICD-10 Codes

View list of ICD-10 Codes on pages 34-39 in the full PDF download.

****Recommended to NOT use Human Trafficking specific ICD-10 Codes that can be visible on discharge paperwork.**

See list of references on full PDF download, pages 42-45.

Please review 21st Century CURES Act Information Blocking Rule ([Link here](#)).

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