

STANDARD ADMINISTRATIVE PROCEDURE

16.99.99.M0.18 Patient Consent and Release

Approved October 27, 2014

Next scheduled review: October 27, 2019

SAP Statement

This procedure applies to Texas A&M Health Science Center (TAMHSC) health care providers, its participating physicians and clinicians, employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of the health care provider and has been designated as a member of the TAMHSC Health Care Component. This procedure pertains to protected health information covered by the TAMHSC Health Care Component's Notice of Privacy.

Official procedure

1. GENERAL

This procedure requires TAMHSC patients to sign a Consent and Releaseⁱ form before receiving care and prohibits billing audits on the records of any patient who has not signed either the form or a billing authorization.

2. PROCEDURE

2.1 Forms must include:

- 2.1.1 The name of the payer, and if applicable, the name of the audit firm that is to receive the information;
- 2.1.2 The name of the institution that is to release the information;
- 2.1.3 The full name, birth date, and address of the patient whose records are to be released;
- 2.1.4 The extent or nature of the information to be released, with inclusive dates of treatment;
- 2.1.5 The provider's patient account number; and
- 2.1.6 The signature of the patient or his legal representative and the date the consent is signed.

2.2 Audit.

2.2.1 The TAMHSC Health Care Component must confirm for the audit representative that a Consent and Release is available for the particular audit that needs scheduling.

2.2.2 The TAMHSC Health Care Component will also inform the requestor if there are any federal or state laws prohibiting or restricting review of the medical record and if there are institutional confidentiality policies and procedures affecting the review.

3. VIOLATIONS

The Privacy Officer has general responsibility for implementation of this procedure. Employees who violate this procedure will be subject to disciplinary action up to and including termination of employment. Anyone who knows or has reason to believe that another person has violated this procedure should report the matter promptly to his or her supervisor or the Privacy Officer. All reported matters will be investigated, and, where appropriate, steps will be taken to remedy the situation. Where possible, every effort will be made to handle the reported matter confidentially. Any attempt to retaliate against a person for reporting a violation of this procedure will itself be considered a violation of this procedure that may result in disciplinary action up to and including termination of employment.

i HIPAA Code: §164.506 (a)

Contact Office

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