

STANDARD ADMINISTRATIVE PROCEDURE

16.99.99.M0.20 Request for Personal Health Information

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 Practices.

Official procedure

1. GENERAL

To allow for outlining the responsibilities for PHI related requestsⁱ that come to the TAMHSC Health Care Component. Any request that does not fall within the operational jurisdiction of the TAMHSC Health Care Component should be referred to the Privacy Officer.

2. RESPONSIBILITIES

2.1 The TAMHSC Health Care Component Privacy Official or designee of each site is responsible and accountable for the following requests.

2.1.1 Authorization for Release of PHI.

2.1.2 Access to PHI – to inspect/copy/review.

2.1.3 Requests for Other Alternative Means of Communicating (e.g. – different address, e-mail, etc.).

2.1.4 Authorization to Revoke the Release of PHI.

2.1.5 Accounting of Disclosures.

2.1.6 Request to Amend Protected Health Information.

2.2 The TAMHSC Privacy Officer is responsible and accountable for the following.

2.2.1 Denial of a Request to Amend PHI.

2.2.2 Request to Restrict Uses of PHI.

2.2.3 Request for Review of a Denied Request for Access to PHI.

2.2.4 Patient's Request for Additional Privacy Protection.

2.2.5 Complaints.

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: §164.522(a)(1)

Contact Office

TAMHSC Vice President of Finance and Administration