

ETSU

Policy Title: Authorization for Release of PHI/Employee and Dependents
Policy Manual Section: Medical Record
Policy Number: HIP MR 017 A
Effective Date: August 6, 2015
Date of Approval:

Review/Revision History:

Reviewed by:	Date:	Revision Number: (i.e. A, B, C)
Executive Director	08/06/2015	A

APPROVED BY:

Signature: _____
Executive Director

Signature: _____
College of Medicine Dean

Policy:

It is the policy of ETSU to honor an individual's right of access to inspect and obtain a copy of his/her protected health information (PHI) in the covered entity's designated record set, for as long as the PHI is maintained in compliance with HIPAA and the covered entity's retention policy.

Procedure:

1. In order for an employee to inspect and obtain a copy of their PHI, they must fill out an authorization for release of PHI. (see HIP MR 015A and HIP PR 010B).
2. An employee should never access their own medical record using their sign-on/access to the electronic medical record. Accessing your own medical record is considered a HIPAA violation and will be treated as such.
3. An employee should never access their spouse or dependents' medical record using their sign-on/access to the electronic medical record. Accessing spouse's and/or dependents' medical records is considered a HIPAA violation and will be treated as such.