


Name of Policy:	Release of Information for Medical and Health Presentations and Other Hospital Operations	 Effective Date: 11/04/2008
Policy Number:	3364-105-001	
Department:	Health Information Management	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	
<input type="checkbox"/> New policy proposal		<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

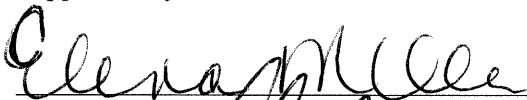
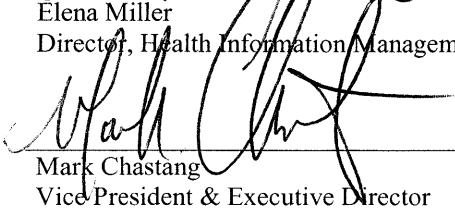
Ensure appropriate privacy and tracking of the use of patient medical information.

(B) Purpose of Policy

Establish a method for record keeping associated with the periodic use of a patient's medical record for purposes other than personal patient care.

(C) Procedure

1. H.I.M. staff should verify ID of requestor, who should be a UTMC employee.
2. This process will be used by all individuals requiring information from a patient's medical record for any purpose other than direct personal patient care, billing, or reimbursement.
3. If multiple records are requested for the same purpose, one form (fig.1) may be used, with all patient's names and medical record numbers listed.
4. Requestor completes all sections of the release form and signs with title.
5. H.I.M. personnel are to review the release form for completion and signature before releasing charts for viewing or copying.
6. The release form or copy of the form (with multiple records) are to be filed, according to policy 10-3A, in each record requested.

Approved by:  Elena Miller Director, Health Information Management  Mark Chastang Vice President & Executive Director <i>Review/Revision Completed By:</i> <i>Health Information Management</i>	Date: 11/12/08 Date: 1/09	Review/Revision Date: 3/02 9/05 11/2008 Next Review Date: 11/1/2011
Policies Superseded by This Policy: 10-001		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.