


Name of Policy: <u>Confidentiality/HIPPA</u> Policy Number: 3364-134-75 Department: Radiation Oncology Approving Officer: Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology Responsible Agent: Technical Manager, Radiation Oncology Scope: Radiation Oncology	 Effective Date: 7/1/2023 Initial Effective Date: 10/20/1993		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </td> <td style="width: 50%; border: none;"> <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy </td> </tr> </table>		<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

All communications and records pertaining to patient care will be treated as confidential.
<https://www.utoledo.edu/policies/hipaa.html>

(B) Purpose of Policy

To safeguard the privacy of the patient.

(C) Procedure

1. Patients should only be discussed with health care providers who have direct responsibility for care.
2. All written documents will have limited access and should only be viewed to provide patient care or to conduct quality assessment reviews, patient care reviews, and the like.
3. Patient care information will only be discussed in locations that provide patient privacy.
4. Where feasible, scientific presentation will block out the name of patient.

Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">/s/</td> <td style="width: 50%; border-bottom: 1px solid black;">07/14/2023</td> </tr> <tr> <td>Mersiha Hadziahmetovic, MD</td> <td>Date</td> </tr> <tr> <td colspan="2">Associate Professor & Chair, Radiation Oncology</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">/s/</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td>Richard P. Swaine</td> <td>Date</td> </tr> <tr> <td colspan="2">Chief Executive Officer - UTMC</td> </tr> <tr> <td colspan="2">Review/Revision Completed By: Michelle Giovanoli</td> </tr> </table>	/s/	07/14/2023	Mersiha Hadziahmetovic, MD	Date	Associate Professor & Chair, Radiation Oncology				/s/		Richard P. Swaine	Date	Chief Executive Officer - UTMC		Review/Revision Completed By: Michelle Giovanoli		Review/Revision Date: 10/1993 2/1995 2/1996 3/1997 4/1999 3/2002 5/2008 7/1/2011 10/1/2014 10/1/2017 7/1/2020 7/1/2023 Next Review Date: 7/1/2026
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Policies Superseded by This Policy: 38-75																	