Title: Release of Health Record Information

Policy Number: 5.09
Version Number: 9

Regulation Reference: Joint Commission(EM), 45 CFR Part 164 and Texas Medical Records Privacy Act

Effective Date: 3/2015
Original Approval: 4/1993

POLICY STATEMENT:

It is the policy of Texas Tech University Health Science Center (TTUHSC) Ambulatory Clinics to strictly adhere to State and Federal regulations for the release of protected health information.

SCOPE:

This policy applies to all TTUHSC Ambulatory clinics operated through its Schools.

PROCEDURE:

1. The patient medical record is the property of TTUHSC and shall be maintained to serve the patient, health care providers and the ambulatory clinics in accordance with legal, accrediting and regulatory agency requirements.

2. Original health records, including portions thereof, may not be removed from the premises of the TTUHSC except by subpoena duces tecum.

3. Information from the health record shall be released only by the designated Custodian of Medical Records Department (MRD) or Release of Information (ROI) personnel.

4. TTUHSC employees should follow all state and federal guidelines as needed. See HSC OP 52.02, Privacy and Security of Health Information.

5. A Clinical Department has the authority to release copies of records to a consulting/referring physician as appropriate for care of patients; the release should be noted in the progress note section of the medical record. The entire medical record should not be released by the department; only the portion of the record as needed for continuity of care.

6. Patients should be directed to the MRD or ROI personnel for their record request and the departments may only release selected portions directly to the patient as requested by the provider or via established patient portal guidelines.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.
RIGHT TO CHANGE POLICY:

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION:

This policy was approved by the Council of Deans on March 12, 2015.