POLICY STATEMENT:
This policy shall stand as a guide for the release of health information.

SCOPE:
This policy applies and will be distributed to all TTUHSC Schools of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:
1. The patient medical record is the property of Texas Tech University Health Sciences Center 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 Texas Tech University Health Sciences Center except by subpoena duces tecum.

3. Information from the health record shall be released only by the designated Custodian of Medical Records Department 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.

APPROVAL AUTHORITY:
This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, School of Medicine.
RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

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<th>Signatory approval on file by</th>
<th>Steven L. Berk, MD</th>
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<td>Dean, School of Medicine</td>
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<td>Jose Manuel de la Rosa, M.D.</td>
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