

NAME OF HOSPITAL

HIPAA REGULATION	INDIVIDUAL RIGHTS	REFERENCE: 5.4
SUBJECT:	RIGHT TO INSPECT AND COPY PERSONAL HEALTH CARE INFORMATION	EFFECTIVE: 00/00/2003
DEPARTMENT:	HOSPITAL WIDE	
APPROVED BY:		REVISED:

To comply with our obligations under the privacy standards _____ has adopted a policy on individuals right to request to inspect and obtain a copy of PHI contained in his or her designated record set as long as the PHI is maintained in such a format.

**POLICY: INDIVIDUALS RIGHT TO REQUEST TO INSPECT AND COPY PERSONAL
HEALTH INFORMATION**

It is the policy of _____ to provide patients with their personal healthcare information when a written request is received. This information can be provided through alternative means upon patient request.

Individuals do not have the right to inspect and obtain a copy of PHI contained in the following:

- Psychotherapy notes;
- Information compiled in reasonable anticipation of or for use in a civil, criminal or administrative action or proceeding;
- PHI that is maintained by a covered entity that is subject to CLIA;
- Where disclosure is prohibited by law.

If _____ denies access to the PHI, a written denial will be provided. The denial will be in plain language and clearly state the reason for the denial a statement of the individual's review rights, and a description of how the individual may file a complaint

Please contact the person listed below with questions on this policy, location of forms and/or to report violations.

Name:
Phone number:
Address:
Fax:

NAME OF HOSPITAL

HIPAA REGULATION	INDIVIDUAL RIGHTS	REFERENCE: 5.4
SUBJECT:	RIGHT TO INSPECT AND COPY PERSONAL HEALTH CARE INFORMATION	EFFECTIVE: 00/00/2003
DEPARTMENT:	HOSPITAL WIDE	
APPROVED BY:		REVISED:

To comply with our obligations under the privacy standards _____ has adopted the following procedures to guarantee that individuals right to request to inspect and obtain a copy of PHI contained in his or her designated record set is met.

PROCEDURE: FOR MAINTAINING INDIVIDUALS RIGHT TO REQUEST TO INSPECT AND COPY PERSONAL HEALTH INFORMATION

- In the event that a patient requests communication about their health information, ask the patient to place the request in writing preferably on the “Request to Inspect and Copy PHI” form.
- Determine how the patient would like to receive this communication. Methods of communication include fax transmittal or postal mail. Obtain from the patient the mailing address or fax telephone number to send the information.
- Action on the request will be taken within 30 days of the receipt of the request unless the PHI is not maintained on site, in which case action will be taken within 60 days.
- In the event the request is denied the individual will be informed of his right to a review of the denial and all contact information provided for such a review in the letter of “Denial of Request for Access to Inspect and Copy PHI” within 30 days or 60 days if PHI is off site.
- The patient will be informed that there is a cost of ___ to prepare and mail the requested healthcare information.

Please contact the person listed below with questions on these procedures, location of forms and/or to report violations.

Name:
Phone number:
Address:
Fax:

