

Section 6	Compliance Policies	00/00/03	- Effective
Subject 6.2	Privacy and Disclosure		- Revised
Policy 6.2.25	Revocation of Authorization to Release PHI	Compliance Office	- Reviewed
			- Author

Revocation of Authorization to Release PHI

Audience The information in this document applies to all UTMB faculty, staff, students, volunteers, and any other contractors or agents granted access to Protected Health Information (PHI).

Definitions *Revocation:* An individual's right to void a prior authorization to use and disclose PHI. (Note: After the revocation, UTMB may no longer use or disclose the patient's PHI without the patient's authorization. However, UTMB will not be liable for a use or disclosure of a patient's PHI after a revocation, if UTMB in good faith based its actions upon a prior authorization, and has already acted in reliance upon the authorization.)

Policy An individual may revoke an authorization at any time, provided that the revocation is in writing, unless UTMB has already provided PHI based on the patient's authorization. UTMB will stop providing information based on a patient's authorization as soon as possible.

The [revocation form](#) should be used to ensure the requirements of this section are met.

Guidelines When a patient requests a revocation of a prior authorization, the revocation form will be forwarded to the Health Information Management (HIM) Department for proper documentation in the Unit Medical Record.

It is the responsibility of the Case Management Records custodians to forward all original revocation forms to HIM. HIM will be responsible for notifying the departments or individuals (currently with the authorization to use the patient's PHI) that the patient has revoked his/her authorization.

Once notified by HIM of the revocation, the departments or individuals are responsible for ensuring the patient's PHI is no longer subject to further use or disclosure.

Enforcement All supervisors are responsible for enforcing this policy. Individuals who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination or dismissal.