Release of Patient Information

Audience: All personnel in the Sleep Disorder Center.

Purpose: A consistent procedure for obtaining authorized consent for the release of patient information assures that all federal, state, and regulatory-agency requirements are met.

Policy: The University of Texas Medical Branch, in an effort to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), maintains that patient information must be kept private and confidential. Violation of this policy may result in disciplinary action up to and including termination for employees; a termination of employment relationship in the case of contractors or consultants; or suspension or expulsion in the case of a student. Additionally, individual may be subject to loss of access privileges and civil and/or criminal prosecution.

The University of Texas Medical Branch Sleep Disorder Centers will obtain appropriate, written consent from patients for authorization to release patient information for any purpose. The center will follow all regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The HIPAA Privacy Rule requires patient authorization for the use or disclosure of Protected Health Information (PHI) for purposes other than Treatment, Payment, and Healthcare Operations or not otherwise allowed by HIPAA. For more information on the use of PHI for TPO see IHOP 6.2.0 General Policy on Use and Disclosure of PHI.

The University of Texas Medical Branch at Galveston’s Institutional Handbook of Operating Procedures (IHOP) related to PHI is available at the following website under Section 6.2 IHOP – Compliance – Privacy

http://www.utmb.edu/policies_and_procedures/toc.aspx

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