ACCESS OF INDIVIDUALS TO PROTECTED HEALTH INFORMATION

Purpose: To define the process for responding to requests from clients their PHI and to provide guidance to staff regarding their responsibilities when clients request access to PHI.

Policy: Patients have a right to inspect and copy PHI contained in their records.

Procedures:
1. **Requests to inspect or receive copies of PHI**
   A patient must make the request in writing using the Patient Request to Access Protected Health Information Form and submitting it to the Clinic Administrator of the HIPAA Privacy Officer.

2. **Response**
   The clinic administrator or HIPAA Privacy Officer will contact the individual making the request within 30 days and arrange for inspection and/or copying. The University reserves the right to deny access under the same circumstances outlined in UIHC Policy “Access of Individuals to Protected Health Information in the Designated Record Set.”

Reference: 45 C.F.R. §164.524