

The University of Iowa
HIPAA Privacy Rule
Policies and Procedures

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