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- SUBJECT:** **ACCESS TO PROTECTED HEALTH INFORMATION (PHI)**
- GOAL:** To ensure that the District only releases PHI covered under the Privacy Rule. All district personnel will follow District procedures when an individual requests access to PHI.
- PURPOSE:** To establish the procedure by which patients or appropriate requestors may access PHI, request amendments to PHI, and request a restriction on the use of PHI.
- SCOPE:** All District personnel.
- PROCEDURE:** Public and /or Patient Access:
1. All requests from individuals who are requesting access to PHI will be directed to the Privacy Officer unless for appropriate law enforcement and/or other public safety issues, or the need for the immediate release of the PHI. In these cases the On Duty Officer will be notified and the PHI will be released. The Privacy Officer will be notified any time this situation occurs.
 2. Other than appropriate District personnel, no one will be permitted access to any form of PHI. This includes electronic MIRs, hand written field notes, code summaries, printed and/or hand written MIRs, or any other form of documentation that contains PHI.
 3. All completed hand written documents containing PHI will be secured in a locked security box.
 4. District personnel will not leave any form of PHI unsecured.