

UNIVERSITY OF CONNECTICUT HEALTH CENTER
STANDARDS FOR RELEASE OF CLINICAL AND /OR FINANCIAL PATIENT
INFORMATION

The following policy denotes standards for the release of any clinical patient information from, but not limited to, any of the UCHC IDX source systems, the IDX Data Warehouse or the Cognos Clinical Financial application for internal UCHC use.

- I. Any information released shall be used for UCHC internal purposes only.
- II. All requests for clinical and/or financial patient information must be made in writing and should include a justification for the request. All requests should be completed on the form developed for this purpose (see attached Appendix "A"). All requests must originate from a UCHC health care provider or a member of UCHC Administration. (The Patient Data Request Form can be found in email shared folders under UCHC IT News)
- III. Each documented request must be signed and approved by the requesting UCHC health care provider or UCHC administrator.
- IV. The following rules shall apply to specific types of requests for patient information:
 - A. Clinical Care
 - Patient names and other identifying data shall not be released except under the following circumstances:
 - A provider may only access patient specific information pertaining to his/her own patients.
 - Demographic information, including mail labels, may only be released to UCHC administration.
 - B. Clinical Performance Improvement
 - The Quality Outcomes and Performance Systems Department must approve requests for clinical patient information based on justification related to clinical performance improvement needs.

C. Research

- Requests for patient specific information for the purposes of research subject recruitment are prohibited except when requested by the patient's own internal UCHC provider and support staff designated in writing by the UCHC provider.
- Requests for clinical patient information based on justification related to research needs must be approved by the IRB to confirm that the information sought is consistent with the stated purpose of the IRB sanctioned study. The request must include the Institutional Review Board (IRB) approval number. Personal identifiers for recruitment purposes will only be given to the treating healthcare provider. This request for eligible subjects can be made by the Principle Investigator. Once informed consent is obtained from the research subject, the medical record can be released for review to the Principle Investigator.

D. Other

- If the requested information pertains to summary (non-patient specific) information referencing a provider other than the requestor, the request must also be signed off by the referenced provider.
- Additionally, requests for summary data to determine feasibility for research studies must be made in writing and submitted with the signed approval of the requestor's Department Chair.

E. Internal Business Support

- Requests for data to support the internal business needs of a department must be submitted in writing and include the signed approval of UCHC administration.
- Financial or demographic data sought for business purposes will only be released to UCHC administration.