

UConn HEALTH

POLICY NUMBER 2003-11

November 19, 2018

POLICY: PATIENTS' RIGHTS TO PRIVACY OF PROTECTED HEALTH INFORMATION; RIGHTS OF INDIVIDUALS (Privacy & Security of Protected Health Information (PHI))

PURPOSE: UConn Health recognizes the importance of protecting the privacy of its patients and the health information our patients entrust to us. We respect the rights of our patients with regard to protected health information and will take appropriate precautions to maintain its confidentiality.

SCOPE: Applies to all patients at UConn Health, except that sections A, B and H do not apply to patients who are inmates of correctional institutions.

POLICY STATEMENT: The following list outlines the rights of UConn Health patients regarding their protected health information (PHI).

- A. **The right to be informed.** UConn Health informs patients of the ways PHI is used and disclosed by the organization and their individual rights with respect to that information. This "Notice of Privacy Practices" is given to all patients, is obtainable on our website and is also posted in prominent areas throughout the organization.
- B. **The right of an individual, including an individual who has agreed to receive the Notice of Privacy Practices electronically, to obtain a paper copy of the Notice from UConn Health upon request.** (See: [UConn Health Policy #2003-12](#) titled "Privacy Practices: UConn Health Notice to Patients")
- C. **The right to request restrictions on certain uses and disclosures of PHI, although we are not required to agree to all requested restrictions.** Restrictions cannot apply to public health/oversight information or other types of information that do not require patient authorization for release. Requested restrictions will be granted/denied based on existing UConn Health policies. Effective September 23, 2013 UConn Health must allow patients to request restriction of disclosure of PHI to a Health Plan. (See [UConn Health Policy #2003-14](#) titled "Patient Right to Request Restrictions on Use and Disclosure of PHI".)

- D. **The right to receive confidential communications.** Patients may request that we communicate with them about medical matters in a certain way or location (e.g., only at work or only by mail). We will accommodate all reasonable requests. (See [UConn Health Policy #2003-15](#) titled "Patient Right to Request Confidential Communications")
- E. **The right to view and copy PHI.** Request must be made in writing. Any type of information that may be withheld from the patient in accordance with the law shall be defined in UConn Health, Health Information Management policies. (See [UConn Health Policy #2003-17-A](#) titled "Patient Right to View His/Her Medical and/or Billing Record" and [UConn Health Policy #2003-17-B](#) titled "Patient Right to Request Copies His/Her Medical and/or Billing Record")
- F. **The right to amend PHI.** Request must be made in writing. Information may not be deleted, but amendments can be made and will be included in the patient's medical record. (See [UConn Health Policy #2003-17-C](#) titled "Patient Right to Amend their Medical and/or Billing Record")
- G. **The right to request an accounting of disclosures of PHI.** Request must be made in writing. UConn Health is not obligated to list all disclosures made, or to duplicate the exact information contained in each disclosure. (See [UConn Health Policy #2003-18](#) titled "Accounting of Disclosures of Protected Health Information to Patients upon their Request")
- H. **The right of the individual to agree or object to use and disclosure for facility directory.** (See HAM policy 08-117 titled "[Directory Information: Disclosure of Patient's Information](#)")
- I. **The right of the individual to agree to use and disclosure involving family and friends.** (See [UConn Health Policy #2003-25](#) titled "Use and Disclosure Involving Family and Friends")
- J. **The right of a patient to be notified of a breach of his/her PHI.** (See [UConn Health Policy #2003-09](#) titled "Breaches of Privacy/Security of Protected Health Information").

References:

- § 164.510,164.512,164.520,164.522,164.524,164.526,164.528
Health Insurance Portability and Accountability Act of 1996
- UConn Health Notice of Privacy Practices

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11/19/2018

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Date

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11/19/2018

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Date

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