



**Administrative Policy**  
**2003-16 Authorization for Release of**  
**Protected Health Information**

<b>Title</b>	Authorization for Release of Protected Health Information
<b>Policy Owner and Contact Information</b>	Office of Healthcare Compliance and Privacy privacyoffice@uchc.edu
<b>Campus Applicability</b>	UConn Health
<b>Applies to</b>	All UConn Health Workforce members
<b>Effective Date</b>	February 11, 2021

**PURPOSE:**

To comply with certain provisions of the Health Insurance Portability and Accountability Act of 1996 and the associated regulations (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), and Connecticut State Law concerning uses and disclosures of Protected Health Information (PHI) that require an authorization.

**POLICY STATEMENT:**

UConn Health must obtain an authorization prior to using or disclosing a patient’s PHI unless such use or disclosure is otherwise permitted or required under HIPAA or other applicable law.

An authorization must be written in plain language, signed by the patient or their legal representative, and must contain certain core elements and required statements as required by HIPAA and other applicable laws. UConn Health uses and accepts authorizations that meet these requirements. (See [Forms](#), below) UConn Health does not honor invalid/defective authorizations.

UConn Health must document and retain a copy of all authorizations and provide a copy of the signed authorization to the patient.

A patient may revoke an authorization, in writing, at any time, except to the extent that UConn Health has already taken action in reliance on the authorization.

Authorizations may not be combined with any other documents to create a compound authorization, except as expressly permitted by law.

UConn Health may not condition the provision of treatment or payment on the provision of an authorization, except in certain circumstances. (See Policy [#2003-28 Use and Disclosure of Protected Health Information for Research Purposes](#))

**DEFINITIONS:**

[Privacy Definitions](#)

**REFERENCES:**

- 45 C.F.R. §164.508 (HIPAA Privacy Rule)
- CGS § 4-104
- CGS § 4-105
- CGS § 19a-585
- CGS § 19a-490b
- CGS § 20-7c
- CGS § 20-7d
- CGS § 52-146e
- CGS § 52-146i
- 42 C.F.R. Part 2 (Confidentiality of Substance Use Disorder Patient Records)

**PROCEDURES/FORMS:**

- [HCH551: Authorization to Obtain and/or Disclose Health Information](#)
- [Procedure: Authorization for Release of Information](#)

**RELATED POLICIES:**

- [2003-28: Use and Disclosure of PHI for Research Purposes](#)
- [2020-11: Patients’ Right to Access Their PHI in a Designated Record Set](#)

**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

<u>Andrew Agwunobi (Signed)</u>	<u>2/11/2021</u>
UConn Health Chief Executive Officer	

<u>Kiki Nissen (Signed)</u>	<u>2/11/2021</u>
Administrative Policy Committee Vice-Chair	

<u>Janel Simpson (Signed)</u>	<u>2/11/2021</u>
Administrative Policy Committee Chair	

**POLICY HISTORY:**

**New Policy Approved:** 4/14/03

**Replaces:** Medical Record Policy: “Legal Authorization to Release UCHC Medical Record Services Medical Records”

**Revised:** 9/17/13, 5/19/15, 2/11/21