



Administrative Policy

2003-20 Verification of Individuals Requesting Protected Health Information

Title	Verification of Individuals Requesting Protected Health Information
Policy Owner and Contact Information	Office of Healthcare Compliance and Privacy privacyoffice@uchc.edu
Campus Applicability	UConn Health
Applies to	UConn Health Workforce
Effective Date	6/2/2021

PURPOSE:

To ensure that UConn Health verifies the identity and authority of individuals who request protected health information (PHI) to the extent and in the manner required by the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) and the associated regulations.

POLICY STATEMENT:

Prior to disclosing PHI requested by an individual, UConn Health will verify the identity of the individual and their authority to access or obtain the PHI.

UConn Health will obtain any documentation, statements, or representations from the individual, whether oral or written, to the extent required by HIPAA and UConn Health policies and procedures.

UConn Health will not disclose PHI when the identity or authority of the individual requesting the PHI cannot be verified, except as specified in the procedures linked [here](#).

DEFINITIONS:

[Privacy Definitions](#)

PROCEDURES:

[Procedures for 2003-20 Verification of Individuals Requesting Protected Health Information](#)

REFERENCES:

45 C.F.R. §164.514(h)

RELATED POLICIES:

None.

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:

Andrew Agwunobi (Signed)
UConn Health Chief Executive Officer

6/2/2021

Kiki Nissen (Signed)
Administrative Policy Committee Vice-Chair

6/2/2021

Janel Simpson (Signed)
Administrative Policy Committee Chair

6/2/2021

POLICY HISTORY:

New Policy Approved: 4/14/03
Revised: 3/28/05, 3/20/09, 12/16/14, 6/2/21