

UCONN HEALTH
DENTAL LOCATIONS

SECTION: PATIENT CARE

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SUBJECT:

COMMUNICATION WITH FAMILY AND FRIENDS – DENTAL SETTINGS

PURPOSE: To define the process for obtaining a patient's permission to share PHI with Family and/or Others in UConn Health dental settings.

POLICY: For Patients visiting a Dental Clinic/University Dentists location, a "Permission to Communicate with Family and/or Others Involved in Your Care" (HCH 1397) form must be completed by all patients or their legal representative. The axiUm system is the only system relied upon for verification of permission to communicate with family and/or others for patients seen in UConn Health dental settings.

PROCEDURE IN THE SCHOOL OF DENTAL MEDICINE, INCLUDING CLINICS AND UNIVERSITY DENTISTS:

1. At initial visit, all patients and/or legal representatives are provided the "Permission to Communicate with Family and/or Others Involved in Your Care" HCH-1397 form to be completed.
2. At subsequent visits, front desk staff must ask the patient if there is any change in the permission to communicate with others. If there has been a change, a new HCH 1397 is to be completed.
3. If, at any time, a patient requests that a provider communicate information with additional or different family and/or others, the provider will assure that the patient completes another form HCH 1397.
4. All completed and signed HCH 1397 Forms are scanned into the axiUm system, using the attachment section, under the Consent Tab, under the Permission to Communicate sub-section.
5. Staff and providers must check the permission to communicate tab in axiUm for verification of persons authorized to receive PHI prior to disclosing any information.

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Reference:

UConn Health Policy [2003-25 “Use and Disclosure Involving Family and Friends”](#)
(Privacy and Security of Protected Health Information (PHI))

UConn Health Policy [2012-05 “Legal Representative for Health Care Decisions”](#)

APPROVAL:

Steven Lepowsky, DDS
Sr. Assoc. Dean for Education & Patient Care
Assoc. Professor & Chair, Division of General Dentistry

Date

NEW POLICY: 4/12/16
EFFECTIVE: 4/12/16
REVIEWED:
REVISED: