



Procedures for Policy 2021-05 Uses and Disclosures of Directory Information under HIPAA

1. UConn Health informs patients through its Notice of Privacy Practices about the Directory Information that is available in the John Dempsey Hospital directory, and to whom such information may be disclosed.
2. While the HIPAA Directory Information rules permit the use and disclosure of patient name, location in the hospital, general condition, and for disclosures to the clergy, religious affiliation, UConn Health's Notice of Privacy Practices is more limited and only permits disclosure of the following Directory Information:
 - A. **Patient location in the Hospital** (floor, room number, and phone number of patient room), to any person who asks for the patient by name, and;
 - B. Patient **name, location** in the Hospital, and **religious affiliation**, to a member of the clergy whether or not they ask for the patient by name.
3. Directory Information disclosures must be consistent with UConn Health's Notice of Privacy Practices.
4. Patients will be notified as part of the admission process (for hospital inpatients) or the registration process (for patients in the Emergency Department) that UConn Health may disclose Directory Information as specified in the Notice of Privacy Practices unless the patient objects. Patients will have an opportunity to object to such disclosures.
5. When a patient is incapacitated, or in emergency circumstances when an opportunity to agree or object to the use or disclosure of Directory Information cannot be provided, the patient's prior expressed preference, if any, will be consulted. The decision whether or not to include the patient in the Hospital directory will be made consistent with such preference **and** if it is in the patient's best interests based on the exercise of professional judgment. When the patient's condition allows, UConn Health will provide the patient an opportunity to agree or object to Directory Information uses and disclosures.
6. Patients who opt out of the Hospital directory will be marked as "Confidential" in EPIC. It is the responsibility of staff admitting (for inpatients) or registering (for ED patients) the patient to mark the patient as Confidential in EPIC. Inpatient Psychiatry patients and patients in the custody of the Department of Correction are categorically excluded from the directory and automatically marked

as Confidential. The Office of Healthcare Compliance and Privacy (OHCP) may exclude any other patients from the Hospital directory at its discretion.

7. When a patient is excluded from the Hospital directory (either by choice, automatically, or by the OHCP), callers and visitors will be told that there is no information available for that individual. Notwithstanding the foregoing, even when a patient chooses to opt-out of the Hospital directory, UConn Health may disclose PHI in accordance with [Policy 2003-25 Uses and Disclosures of PHI Involving Family, Friends, and Others](#), to family, friends, and others who are involved in the patient's care or payment for care.