

Department: Health Information Management
Procedure No: 323
Revised Date: 2/2024
Approved By: Gloria Johnson

A. TITLE: Non-HIM Preapproved Release of Information Scenarios

B. PROCEDURE:

1. Licensed Independent Practitioners (LIP's), Registered Nurses (RN's), Licensed Practical Nurses (LPN's), and Licensed Non-Advanced Practice Providers (i.e. Physical Therapists, Occupational Therapists, Speech Therapists, and Respiratory Therapists) – may release pertinent health information at point of care to the patient or parent/guardian of a minor patient
2. Registered Radiologic Technologists (RTR) – may release pertinent images at point of care to the patient or parent/guardian of a minor patient
3. Social Work, Case Management or Utilization Management – may release pertinent health information for placement purposes to another healthcare facility. In addition, Social Work and Case Management may release advance care planning documentation to the patient. If the patient lacks capacity and lack of capacity is noted in the patient health record as defined in Medical Center Policy MCP-0024 Informed Decision-Making, Social Work and Case Management may release advance care planning documentation to the legally authorized decision maker.
4. Inpatient Health Unit Coordinators (HUCs) – may release pertinent health information from the current inpatient admission for continued care to another healthcare facility or transportation services
5. Ambulatory personnel – may release pertinent health information from their respective ambulatory area for appointment scheduling or referral purposes to a referring provider at initial contact. Should the referring provider later request records, these requests must be processed by HIM.
6. Community Health (CH) Ambulatory personnel – In addition to (5), CH ambulatory personnel may release the CH Clearance Packet (e.g. pre-operative history & physical, laboratory results, cardiac testing results, etc.) to the referring provider only
7. Patient Financial Services or University Physicians Group – may release pertinent health information for reimbursement justification to a payor

Note: Continued care is not a preapproved release of information scenario and should be forwarded to HIM for processing

C. RELATED DOCUMENTS:

- Medical Center Policy 0092 – Release of Patient’s Protected Health Information
- Medical Center Policy 0024 – Informed Decision-Making

Initial Approval: 4/2015

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Next Review Date: 2/2027