



# University of Connecticut Health Center

POLICY NUMBER 2003-11

January 29, 2008

**POLICY: PATIENTS' RIGHTS TO PRIVACY OF PROTECTED HEALTH INFORMATION; RIGHTS OF INDIVIDUALS  
(Privacy & Security of Protected Health Information (PHI))**

**PURPOSE:** The University of Connecticut Health Center recognizes the importance of protecting the privacy of our patients and the health information they entrust to us. We respect the rights of our patients with regard to protected health information and will take appropriate precautions to maintain its confidentiality.

**SCOPE:** Applies to all patients of the University of Connecticut Health Center. Sections A, B and H do not apply to Correctional Managed Health Care patients.

**POLICY:** The following list outlines the rights of UCHC patients regarding their protected health information.

- A. **The right to be informed.** The University of Connecticut Health Center informs patients of the ways protected health information is used and disclosed by the organization and their individual rights with respect to that information. This "Notice of Privacy Practices" is given to all patients, is obtainable on our website and is also posted in prominent areas throughout the organization.
- B. **The right of an individual, including an individual who has agreed to receive The Notice of Privacy Practices electronically, to obtain a paper copy of the notice from UCHC upon request.** (See: UCHC Policy #2003-12 regarding Notice of Privacy Practices)
- C. **The right to request restrictions on certain uses and disclosures of protected health information, although we are not required to agree to a requested restriction.** Restrictions cannot apply to public health/oversight information or other types of information that do not require patient authorization for release. Requested restrictions will be granted/denied based on existing UCHC policies. (See UCHC Policy #2003-14 titled "Patient Right to Restrictions on Use and Disclosure of PHI")
- D. **The right to receive confidential communications.** Patients may request that we communicate with them about medical matters in a certain way or location (e.g., only at work or only by mail). We will accommodate all reasonable requests. (See UCHC Policy #2003-15 titled "Patient Right to Request Confidential Communications")

- E. **The right to inspect and copy protected health information.** Request must be made in writing. Any type of information that may be withheld from the patient in accordance with the law shall be defined in UCHC Health Information Management policies. (See UCHC Policy #2003-17 titled "Patient Right to Inspect, Copy and Amend their Medical Record")
- F. **The right to amend protected health information.** Request must be made in writing. Information may not be deleted, but amendments can be made and included in record. (See UCHC Policy #2003-17 titled "Patient Right to Inspect, Copy, and Amend their Medical Record")
- G. **The right to request an accounting of disclosures of protected health information.** Request must be made in writing. We are not obligated to list all disclosures made, or to duplicate the exact information contained in each disclosure. (See UCHC Policy #2003-18 titled "Accounting of Disclosures of Protected Health Information to Patients upon their Request")
- H. **The right of the individual to agree or object to use and disclosure for facility directory.** (See UCHC Policy #2003-26 titled "Directory Information: Disclosure of Patient's Directory Information")
- I. **The right of the individual to agree to use and disclosure involving family and friends.** (See UCHC Policy #2003-25 titled "Uses and Disclosures Involving Family and Friends")

Reference: § 164.510,164.512,164.520,164.522.164.524,164.526,164.528  
Health Insurance Portability and Accountability Act of 1996 UCHC Notice of Privacy Practices

**Iris Mauriello**

**02/06/08**

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**Corporate Compliance Integrity/Privacy Officer**

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**Date**

**Peter Deckers, M.D.**

**02/08/08**

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**Executive Vice President for Health Affairs**

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**Date**

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**Updated: n/a**

**Reviewed: 1/29/08 w/o changes**