



Oklahoma State University

Title: Authorization Required: General Rule	Policy #: PRV-04.01
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.508(a)
Standard: Authorizations for Uses and Disclosures	Responsibility: Health Care Components
Effective Date: 4/14/2003	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To establish when an authorization is needed from an individual to use or disclose their protected health insurance.

POLICY:

Except as otherwise permitted or required by the Privacy Rule, OSU may not use or disclose protected health information without an authorization that is valid under this section. When OSU obtains or receives a valid authorization for its use or disclosure of protected health information, such use or disclosure must be consistent with such authorization. §164.508(a)(1)

PROCEDURE:

OSU will seek to obtain valid authorizations when needed. Such authorizations will be kept on file in the individuals medical record either on paper or electronically.

All authorizations may be revoked in writing using the [Authorization Revocation Form](#) or verbal revocation to a physician, who would then document the revocation.

Any use or disclosure of information that needs an authorization, but OSU does not have an authorization will be considered an inappropriate use or disclosure, and the steps for breach notification would then need to be followed.