



Oklahoma State University

Title: Documentation	Policy #: PRV-10.05
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.524(e)
Standard: Access of Individuals to Protected Health Information	Responsibility: Health Care Components
Effective Date: 4/14/2003	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To define the documentation process for designated record sets and the requirements of §164.524 (*Access of individuals to PHI*) as defined by §164.530(j) (*Documentation of Changes to Policy*).

POLICY:

OSU must document the following and retain the documentation as required by 45 CFR §164.530(j): §164.524(e)

1. The designated record sets that are subject to access by individuals; and §164.524(e)(1)
2. The titles of the persons or offices for receiving and processing requests for access by individuals. §164.524(e)(2)

PROCEDURE:

1. All clinical departments and Clinic Financial Services that use Electronic Medical Records, and have paper records receive requests, and as a result, nearly anyone with access to such records is capable of processing these requests for access by individuals. Nurses, Office Staff, and Medical Records personnel are generally the ones to process such requests.
2. All OSU Agents who process such requests shall document on the individuals medical record of any access or denial as provided in this section of policies related to access of individuals to protected health information.