

## El Paso - Ambulatory Clinic Policy and Procedure

Title: RELEASE OF HEALTH RECORD INFORMATION	Policy Number: <b>EP 5.11</b>
Regulation Joint Commission Reference:	Effective Date: 8/2014

## **Policy Statement:**

This policy shall stand as a guide for the release of health information at Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso).

## **Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso Clinics, also known as Texas Tech Physicians of El Paso.

## **Procedure:**

- 1. The patient medical record is the property of Texas Tech University Health Sciences Center and shall be maintained to serve the patient, health care providers and the ambulatory clinics in accordance with legal, accrediting and regulatory agency requirements.
- 2. Original health records, including portions thereof, may not be removed from the premises of the TTUHSC El Paso except by subpoena duces tecum.
- 3. Information from the health record shall be released only by the designated Custodian of Medical Records Department personnel.
- 4. TTUHSC El Paso employees should follow all state and federal guidelines as needed. See HSC OP 52.02, Privacy and Security of Health Information.
- 5. A Clinical Department has the authority to release copies of records to a consulting/referring physician as appropriate for care of patients; the release should be noted in the progress note section of the medical record. The entire medical record should not be released by the department; only the portion of the record as needed for continuity of care.
- 6. A copy of the current visit's record may be provided to the patient at the end of the visit provided the record has been signed by the provider.
- 7. Copies of previous office visits may be provided to the patient only with a signed release of information.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	