**Texas Tech University Health Sciences Center El Paso**

**HIPAA Privacy Procedure**

<table>
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<tr>
<th>Administration</th>
<th>Policy: 7.1(c)</th>
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<td>Right to Restrict to Insurer When Paid in Full (Psychiatry Electronic Medical Record)</td>
<td>Effective Date: July 6, 2016</td>
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**References:** Federal Register/Vol. 78, No 17, 01/25/2013

**TTUHSC El Paso HIPAA Website:** [http://elpaso.ttuhsc.edu/hipaa/](http://elpaso.ttuhsc.edu/hipaa/)

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**Procedure Statement**

The purpose of this procedure is to assist the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) clinic personnel on how to handle patient’s request that TTUHSC El Paso not disclose their protected health information (PHI) to their health plans or other third party insurance carriers.

**Scope**

This policy applies to all health care clinical service areas owned and/or operated by TTUHSC El Paso.

**Definitions**

Refer to [HPP 1.1 for Glossary of HIPAA Terms](#).

**Procedure**

1. Patient must invoke their right to pay out of pocket in full, and not release their chart information.
2. Provide the patient with an explanation of his/her right not to release information found in Patient Right to Restrict Protected Health Information to Health Plan memo and ask patient to fill out “Request: Restrict Disclosure to Health Plan” form.
3. Collect the payment of $125.96 USD in full.
4. Call the Office of Institutional Compliance at 215-4454 and ask to speak to the Privacy Officer. The Compliance office will highlight the key points of patient rights. It will be very important to state that if the check is returned for insufficient funds, a letter will be sent revoking patient’s rights.
5. Make a copy of the signed form for the patient.
6. Scan into patient’s electronic medical record (EMR).
7. Front desk staff opens chart in EMR and starts the clinic office visit update.
8. In the “Confidentiality Type:” field of the update chart window, select “Psychiatry Visit-Do Not Release”.
Note: **Designating the document with this confidentiality type will make the document only viewable by TTUHSC El Paso employees (no outside auditors), as well as a reminder for billing staff not to bill insurance or release documentation to insurance company.

9. Continue with regular EMR workflow

**GE CENTRICITY EMR**

Below is the screenshot of what the document looks like when Do Not Release is selected. The office visit summary states Ofc Visit (DNRPV)
10. Front desk staff opens patient chart in GE Centricity Business. Go to the Patient Services tab and click on “Appointment List”

11. Click on the Appointment Number
12. Click on the “Appointment Data Form” link.
13. Click on the “Patient Request for Self-Pay.” Charges linked to this appointment will be restricted from insurance billing. Invoice to self-pay and FSC cannot be changed.

Knowledge of a violation or potential violation of this policy must be reported directly to the Institutional Privacy Officer or to the Fraud and Misconduct Hotline at (866) 294-9352 or www.ethicspoint.com under Texas Tech University System.

**Frequency of Review**

The TTUHSC El Paso Privacy and Security Committee have authority for HIPAA policy approval.

Questions regarding this policy may be addressed to the Institutional Privacy Officer or the Institutional Compliance Officer.

This policy may be amended or terminated at any time.

Review Date: July 8, 2019

Revision Date: July 16, 2019