



*Ambulatory Clinic Policy and Procedure*

Title: <b>RELEASE OF HEALTH RECORD INFORMATION</b>	Policy Number: <b>EP 5.11</b>
Regulation <b>Joint Commission</b> Reference:	Effective Date: <b>06/2022</b>

**Policy Statement:**

This policy shall stand as a guide for the release of health information at Texas Tech Physicians of El Paso (TTP-EP).

**Scope and Distribution:**

This policy applies and will be distributed to all TTP-EP Clinics.

**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 must follow all state and federal guidelines. 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 the care of patients. 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 signed visit note, labs or images pertinent to such visit may be provided to the patient at the end of the visit.
7. Copies of previous office visits may be provided to the patient only with a signed release of information by the medical records department.

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Signatory approval on file by: <b>Juan Figueroa, MD</b> Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech Physicians of El Paso	