

Policy #5

CurrentCare Enrollment Cancellation and Revocation of Authorization for Provider/Provider Organization Access Policy

Purpose

The CurrentCare Revocation of Authorization Policy describes patients' choice to revoke authorization and terminate participation in CurrentCare, as well as terminating a Provider or Provider Organization's access to health information.

Scope

This policy applies to all departments and positions at all levels, including full-time, part-time, and temporary positions. This policy also applies to all CurrentCare users and enrollees.

Policy Statement

Background

The intent of the CurrentCare Patient Revocation of Authorization for Enrollment and Provider or Provider Organization Access Policy is to articulate the underlying principles and guidance by which the state designated Regional Health Information Organization, the Rhode Island Quality Institute (RIQI), will obtain authorization from enrollees to terminate participation in CurrentCare and/or a provider or provider organization's access to health information through CurrentCare.

Policy

Policy for Revocation of Authorization: Enrollment

1. Patient participation in CurrentCare is voluntary and may be terminated at any time. All patients have a right to terminate their enrollment in CurrentCare and may revoke authorization to participate at any time.
2. To revoke authorization and terminate participation in CurrentCare, a patient must complete a CurrentCare Enrollment Cancellation Form. This form must be completed and signed by the patient for it to be valid. Further, the patient's identity must be authenticated by a healthcare provider/facility who is an enrollment partner or a RIQI employee. If a patient does not sign the form at a healthcare provider/facility who is an enrollment partner or RIQI, then the

patient must have his or her signature notarized. RIQI will not deactivate a patient enrollment profile until a valid CurrentCare Enrollment Cancellation Form is in the possession of RIQI and recorded in the CurrentCare system. Patient-oriented educational materials are available to explain the revocation process.

3. When a patient revokes authorization and terminates enrollment in CurrentCare, the patient's health information will no longer be collected by CurrentCare or released to healthcare providers and will not be available in an emergency circumstance or any other unanticipated health event.
4. Termination from CurrentCare will become active as soon as the CurrentCare Enrollment Cancellation Form is received by RIQI with a valid signature and authentication and is recorded in the CurrentCare system.
5. The revocation of a patient's authorization will not affect previous disclosures or access to the patient's health information while the patient's authorization and enrollment in CurrentCare was in effect.

Policy for Revocation of Authorization: Provider Organization Access


1. A patient may revoke authorization of a provider or provider organization to access the patient's health information through CurrentCare at any time.
2. To revoke authorization for a provider or provider organization to access health information through CurrentCare, a patient must complete a CurrentCare: Provider or Provider Organization Access Cancellation Form. This form must be completed and signed by the patient for it to be valid. Further, the patient's identity must be authenticated by a health care provider/facility who is an enrollment partner or RIQI employee. If a patient does not sign the form at a health care provider/facility who is an enrollment partner or RIQI, then the patient must have his or her signature notarized. The RHIO will not deactivate a provider organization's access to a patient's CurrentCare record until a valid CurrentCare: Provider Organization Access Cancellation is in the possession of the RHIO and recorded in the CurrentCare system.
3. When a patient revokes authorization for a provider or provider organization to access a patient's health information through CurrentCare, that provider or provider organization will no longer have access to the patient's health information through CurrentCare except in an emergency circumstance or any other unanticipated health event.
4. Revocation of authorization for provider or provider organization access will become active as soon as the Revocation of Authorization: Provider or Provider Organization Access Form is received with a valid signature of the patient and is recorded in the CurrentCare system.

5. The revocation of authorization for provider or provider organization access will not affect previous disclosures or access to the patient's health information while the patient's authorization for that provider organization was in effect.

Compliance

Any violation of this policy will subject the employee to disciplinary action, up to, and including discharge. Any RIQI employee having knowledge of any violation of the policy shall promptly report such violation to Human Resources.

Version	Effective Date	Statement of Change
01	October 23, 2008	Original document
02	April 12, 2012	Reformatted; Removed Subject, Related Policies, Stakeholder Group, Target Implementation boxes; Revisions to policy and procedure language
03	November 29, 2012	Reformatted; Added revision control
04	March 20, 2014	Replaced “consumer” with “patient” throughout policy; Removed procedure; Changed “Revocation of Authorization: Enrollment Form” to “CurrentCare Enrollment Cancellation Form”; Changed policy name from “CurrentCare Patient Revocation of Authorization for Enrollment and Provider/Provider Organization Access Policy” to “CurrentCare Enrollment Cancellation and Revocation of Authorization for Provider/Provider Organization Access Policy”
05	See signature date below	Per Audit & Compliance/Policy & Legal Committee review: Added enrollment partner language; Updated form names; Minor language changes

Ver. 5	 Alok Gupta, COO & CIO	7/29/14 Date
--------	--	-----------------