

**Policy #7**  
**CurrentCare Enrollee Request to Access CurrentCare Record**  
**Policy**

***Purpose***

Pursuant to the Rhode Island Health Information Exchange Act of 2008, HIPAA, and the Health Information Technology for Economic and Clinical Health Act (“HITECH”), an enrollee in CurrentCare has the right to access the enrollee’s PHI held by CurrentCare. The purpose of the Enrollee Request to Access CurrentCare Record Policy is to outline an enrollee’s rights to access his or her CurrentCare record.

***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.

***Policy Statement***

The Enrollee Request to Access CurrentCare Record Policy describes the steps by which an enrollee can access the enrollee’s record held by CurrentCare. A record includes protected health information (“PHI,” as defined in the Health Insurance Portability and Accountability Act “HIPAA”) that has been (1) provided to CurrentCare by a Data Sharing Partner on behalf of the enrollee according to the terms of a Data Sharing Agreement; and/or (2) matched and merged by CurrentCare with the enrollee’s cumulative records for presentation to authorized CurrentCare users.


RIQI staff will facilitate actions to support an enrollee’s right to request access to the enrollee’s CurrentCare record by: (1) providing the enrollee with a form to make the request to access the record; and (2) responding to the enrollee’s written request by providing the enrollee with a copy of the enrollee’s record.

An enrollee or authorized representative who requests access to an enrollee’s CurrentCare record must first provide satisfactory verification of the enrollee’s or authorized representative’s identity prior to obtaining access to the record.

***Compliance***

Any violation of this policy will subject the employee to disciplinary action or immediate 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 22, 2009	Original document
02	April 10, 2012	Format change; Terminology changes
03	November 29, 2013	Format change; Minor language revisions
04	See signature date below	Removed Procedure Sections and references; Revision to Purpose

Ver 4.  3/28/14  
 Laura Adams, President & CEO Date