

Policy #8

CurrentCare Enrollee Request for Accounting of Disclosures & Disclosure Report Policy

Purpose

All patients whose information has been received by RIQI, and whose information is maintained by RIQI, have a right to an “accounting of disclosures,” which includes information about disclosures of the patient’s protected health information (“PHI”), received from a covered entity, that RIQI has made to third parties. RIQI also gives patients the option to request a written disclosure history of CurrentCare providers who have accessed the patient’s CurrentCare record for Emergency Temporary Authorization purposes.

Scope

This policy applies to all Rhode Island Quality Institute (“RIQI”) staff members. RIQI staff members include all employees, volunteers, vendors, subcontractors, and business associates of RIQI. Each and every RIQI staff member will be expected to comply with this policy of recording disclosures.

Policy Statement

All patients whose information has been received by RIQI and whose information is maintained by RIQI have a right to an “accounting of disclosures,” which includes information about disclosures of the patient’s protected health information (“PHI”), received from a covered entity, that RIQI has made to third parties. In addition, patients also have a right to request a Disclosure Report which contains the CurrentCare providers who have accessed the patient’s CurrentCare record. It is RIQI’s policy to treat all patient requests in a respectful manner. If a patient asks questions about obtaining an accounting of disclosures or a Disclosure Report, the patient should be directed to make his or her request at (888) 858-4815 or CurrentCare@riqi.org.

Maintenance of Disclosure Log

RIQI is responsible to maintain a log of all PHI that is disclosed when an authorization has not been received, which must be maintained and kept for six (6) years of the last access or disclosure for paper records and three (3) years for electronic records. At the time the patient or the patient’s personal representative requests an Account of Disclosures, RIQI will be responsible to document if any disclosure has been made related to the request.

Types of Disclosures Which Must Be Recorded in the Disclosure Log

All disclosures made to:

- Third-party requests allowable by law that do not require patient authorization; and
- Disclosures required by law (Rhode Island Department of Health).

Implementation of this Policy

Because a patient may request an accounting of disclosures at any time, RIQI staff must record, on an ongoing basis, all information that is needed to respond to a patient’s request regarding disclosures of information. Certain information must be recorded about each disclosure. An organization that discloses a patient’s PHI without the patient’s written authorization **MUST** maintain a retrievable accounting.

RIQI is required to keep records of certain disclosures of a patient’s PHI and provide an accounting of those disclosures to patients who request such an accounting. Disclosure means a release, transfer, provision of access to or divulging in any other way of information outside RIQI.

RIQI will respond to patient requests for an accounting of disclosures in accordance with the CurrentCare Enrollee Request for Disclosure Report Procedure.

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 and to the RIQI Privacy and Security Officer. Any attempt to retaliate against a person for reporting a violation of this policy will itself be considered a violation of this policy that may result in disciplinary action up to an including termination of employment or contract with RIQI.

Version	Effective Date	Statement of Change
01	April 23, 2009	Original policy
02	November 29, 2012	Language updated
03	See signature date below	Updated for HIPAA Omnibus compliance; Added Disclosure Reports requirement; Procedure section removed.

Ver 3.  3 Oct 2013
 Gary Christensen, CIO & COO Date