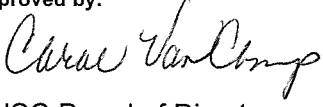


 HAWAII HEALTH SYSTEMS C O R P O R A T I O N "Quality Healthcare for All" POLICY	Department: <i>Quality Through Compliance</i>	Policy No.: CMP 052A Revision No.:
	Issued by: Audit and Compliance Committee	Effective Date: September 19, 2013
Subject: HIPAA Departmental Release of Protected Health Information	Approved by:  HHSC Board of Directors By: Carol A. VanCamp Its: Secretary/Treasurer	Supersedes Policy: Page: 1 of 1

Last Reviewed: August 19, 2013. Next Review: August 19, 2016

- I. **PURPOSE:** This Policy establishes guidelines for all Hawaii Health Systems Corporation (HHSC) departments on requests for the release of medical records and other protected health information (PHI) in accordance with HIPAA requirements.
- II. **DEFINITIONS:** None.
- III. **POLICY:**
 - A. PHI shall be released as required and in accordance with HHSC policy (See CMP 029A), Federal and State laws.
 - B. Every effort shall be made to release PHI without delaying or obstructing the continuity of care.
 - C. Each department that releases original forms of PHI (e.g. images, films) shall be responsible to follow-up with the borrower until the records are returned to the department.
 - D. A reasonable fee for the production of the records may be assessed as appropriate.
 - E. HHSC facilities shall implement procedures to operationalize this Policy.
- IV. **APPLICABILITY:** This Policy applies to all HHSC facilities.
- V. **AUTHORITY:** 45 CFR §§164.506; 164.508; 164.510; 164.512
- VI. **ATTACHMENTS:** None.