

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 11	Patient Privacy Policies	Effective:	April 2003
Section 11.3	Patients' Rights in Regard to Privacy of Protected Health Information	Revised:	February 2006
Policy 11.3.3	Revocation of Authorization to Use or Disclose Protected Health Information	Responsibility:	Assistant Vice President for Regulatory Affairs & Compliance

REVOCAION OF AUTHORIZATON TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION

Policy

An individual may revoke an authorization at any time, provided that the revocation is in writing. The Health Science Center shall not be liable for any information released in good faith prior to the revocation. The Health Science Center will stop providing information based on a patient's authorization as soon as possible.

Procedure

An individual has the right to void a prior authorization to use and disclose protected health information. An initial authorization form is completed with the medical record custodian. In the case of a patient requesting a revocation of a prior authorization, the [Revocation of Authorization to Release Protected Health Information](#) form will be administered by the medical record custodian. The revocation form should be used to ensure that the requirements of this section are met.

Once notified by the medical record custodian of the revocation, the departments or individuals are responsible for ensuring the patient's protected health information is no longer subject to further use or disclosure.

Records Retention

The Health Science Center must retain authorizations and revocations for a minimum of six (6) years.
