

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy & Procedure
Verify Identity and Authority of Individuals Requesting PHI

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Effective Date:	April 2003	Policy No:	HIPAA-08
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Revised Date:		Page:	1 of 1

PURPOSE:

Develop policies and procedures to verify the identity and authority of individuals and entities requesting PHI when the request is from a person with whom the organization does not routinely do business.

POLICY:

Hackettstown Regional Medical Center (HRMC) verifies the identity and legal authority of persons requesting disclosure of PHI for health oversight before disclosure, when the request is from a person with whom HRMC does not know.

HRMC relies, if such reliance is reasonable under the circumstances:

- On documentation, statements, or representations that, on their face, meet the applicable requirements for a disclosure of PHI
- On presentation of an agency identification badge, other official credentials, or other proof of government status if the request is made in person, to verify identity when the disclosure of PHI is to a public official or a person acting on behalf of the public official.
- On a written statement on appropriate government letterhead that the person is acting under the government's authority or other evidence or documentation of agency..
- On a written statement of the legal authority under which the information is requested, or, if a written statement would be impracticable, an oral statement of such legal authority, to verify authority when the disclosure of PHI is to a public official or a person acting on behalf of the public official.
- On a request that is made pursuant to legal process, warrant, subpoena, order, or other legal process issued by a grand jury or a judicial or administrative tribunal.

HRMC relies on the exercise of professional judgment in making a use or disclosure for facility directories or to others in the involvement in the individual's care, or acts on a good faith belief in making a disclosure to avert a serious threat to health and safety.