

HACKETTSTOWN REGIONAL MEDICAL CENTER

**Administrative Policy & Procedure
Confidential Communication Request**

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Effective Date:	July 2006	Policy No:	HIPAA-14
Cross Referenced:		Origin:	Compliance Officer
Reviewed Date:	10/08, 6/12	Authority:	Chief Operating Officer
Revised Date:		Page:	1 of 1

PURPOSE:

To allow patients to request confidential communications of their PHI, and accommodate reasonable requests

POLICY:

HRMC will allow individuals to request to receive communications of PHI from HRMC by alternative means or at alternative locations. During the Registration process the patient is asked what there preferred method is to communicate to them (1-Via mail-Home Address or other Address. 2-Via Phone (cell-work-home)).

HRMC will accommodate reasonable request by individuals to receive communications of PHI from HRMC by alternative means or at alternative locations.

HRMC will not require an explanation from the individual as to the basis for the request as a condition of providing communications on a confidential basis.