

**HACKETTSTOWN REGIONAL MEDICAL CENTER**

**Administrative Policy & Procedure**

**Restrictions of use of PHI, Request by Patient**

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<b>Effective Date:</b>	<b>July 2006</b>	<b>Policy No:</b>	<b>HIPAA-17</b>
<b>Cross Referenced:</b>		<b>Origin:</b>	<b>Compliance Officer</b>
<b>Reviewed Date:</b>	<b>10/08, 6/12</b>	<b>Authority:</b>	<b>Chief Operating Officer</b>
<b>Revised Date:</b>		<b>Page:</b>	<b>1 of 1</b>

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**PURPOSE:**

To allow individuals to request restriction of the uses and disclosures of their PHI.

**POLICY:**

Hackettstown Regional Medical Center (HRMC) will describe the process by which an individual may request that HRMC restrict uses and disclosures of PHI.

HRMC will not permit individuals to restrict uses or disclosures:

- Of PHI about the individual to carry out treatment, payment or health care operations, or other disclosures requested by law.
- For involvement in the individuals care and notification purposes.

If HRMC agrees to the individuals request to restrict, HRMC is prohibited from using or disclosing PHI in violation of such restriction, except that, if the individual who requested the restriction is in need of emergency treatment and the restricted PHI is needed to provide the emergency treatment, HRMC may use the restricted PHI, or may disclose such information to a health care provider, to provide such treatment to the individual.

HRMC is permitted to terminate its agreement to a restriction:

- If the individual agrees to or requests the termination in writing.
- If the individual orally agrees to the termination and the oral agreement is documented.
- If HRMC informs the individual that it is terminating its agreement to a restriction, except that such termination is only effective with respect to PHI created or received after it has so informed the individual.

HRMC will document and retain the restriction for a period of at least six (6) years from the date of its creation or the date when it last was in effect, whichever is later.