F47 : 8*8 4+ HI ' > 4: 7 %470+47(*, $"A H*&19– ">89*2 D.; .8.438, D*5&792*398, &3)
C42543*398 <.11:

@ I)*39.+> 9–* 5*78438 47 , 74: 58 4+ 5*78438 <–4 3**) &((*88 94 HI 94 (&77>
4: 9 9–*.7 /4' +: 3(9.43;

@ I)*39.+> 9–* 9>5* 4+ HI 94 <–.(– *&(– 5*7843 47 , 74: 5 3**)8 &((*88, &8
<*11 &8 9–* (43).9.438 : 3)*7 <–.(– 9–*> 3**) &((*88; &3)

87 .053D%&.D00%&. BDG, TTMCID.09.i890144MGIDs016: &.8.3DG97D6 IDs030i7y (MCIDsces4278MCC %)7
M&0*7'&643&6Px ##4778 4 i.2.77< &.((^88 74743V 9>0.8 472&7.43 &557457.&9* +47 9–* /4' 7*6: .7*2*398.

2. Workforce Member Access

: 8. E&(- (4397&(9 <.9- & B: 8.3*88 A884(.&9* 8-4: 1) (439&.3 8: B(.*39 9*728 &3) 574; .8.438 94 .)*39.+> 9-* 9>5* 4+ .3+4728&9.43 3*(*88&7> +47 9-* &77&3, *2*39.

@ Judicial and Administrative Proceedings. %* <.11 1.2.9 9-*).8(148: 7* 4+ HI .3 /:).(.&1 &3) &)2.3.897&9.; * 574(**).3, 8 94 9-&9 *=57*881> &: 9-47.?*) &3) 84: , -9 .3 (433*(9.43 <.9- 9-* 574(**).3, . ("** 41.(>: Use and Disclosure of PHI Without Patient Authorization or Opportunity to Verbally Agree or Object)

@ Life Insurance Requests
! *6: *898 +47 .3+4728&9.43 7*1&9.; * 94 &551>.3, +47 1.+* .38: 7&3(* 8-&11 ' * (4251*9*) .3 &((47)&3(* <.9- 9-* 85*(.A(&: 9-47.?&9.43. A8 & , *3*7&1 7: 1*, 9-* .3+4728&9.43 574; .)*) <.11 .3(1:)*) .8(-&7, * 8: 22&7>, +&(* 8-**9, -.8947> &3) 5->8.(&1 *=&2.3&9.43, : 31*88 85*(.A(.3+4728&9.43 .8 8*9 +479- .3 9-* HIPAA Authorization for Use and/or Disclosure of PHI +472.

@ Disability Insurance Requests
! *6: *898 +47 .3+4728&9.43 7*1&9.; *) 94 *89&' 1.8-.3, &).8&' .1.9> 8-&11 ' * (4251*9*) .3 &((47)&3(* <.9- 9-* 85*(.A(A: 9-47.?&9.43. A8 & , *3*7&1 7: 1*, 9-* .3+4728&9.43 574; .)*) <.11 .3(1:)*) .8(-&7, * 8: 22&7>, +&(* 8-**9, -.8947> &3) 5->8.(&1 *=&2.3&9.43, : 31*88 85*(.A(.3+4728&9.43 .8 8*9 +479- .3 9-* HIPAA Authorization for Use and/or Disclosure of PHI +472.

(. F47 343-74: 9.3* 47 343-7*(: 77.3,).8(148: 7*8, $"A H*&19- <.11:

@ D*; *145 7*&843&' 1* (7.9*7.& 94 1.2.9 9-* &24: 39 4+ HI).8(148*) 94 9-* 2.3.2: 2 3*(*88&7> 94 &((4251.8- 9-* 5: 7548* 4+ 9-*).8(148: 7*;

@ D*9*72.3* .+ & "1.2.9*))&9& 8*9" <.11 8*7; * 9-* .39*3)*) 5: 7548* 4+ 9-* 7*6: *89;

@ $8* 9-* (7.9*7.& 94 7*; .*< 9-*8*).8(148: 7*8 43 & (&8*-' >-(&8* ' &8.8; &3)

@ A11 343-74: 9.3*).8(148: 7*8 8-4: 1) ' * -&3)1*) ' > 9-* &557457.&9* 2&3&, *7, .3 (438: 19&9.43 <.9- 9-* OB(* 4+ HI AA C4251.&3(* &8 3*(*88&7>.

4. Requests for PHI

$"A H*&19- <.11 1.2.9 &3> 7*6: *89 +47 HI +742 &349-*7 -*&19- (&7* 574; .)*7, -*&19- 51&3 47 -*&19- (&7* (1*&7.3, -4: 8* 94 9-&9 <-.(- .8 7*&843&' 1> 3*(*88&7> 94 &((4251.8- 9-* 5: 7548* +47 <-.(- 9-* 7*6: *89 .8 2&)*. H4<*; *7, 7*6: *898 2&)* +47 97*&92*39 5: 7548*8 &7* 349 8: ' /*(9 94 9-* 2.3.2: 2 3*(*88&7> 89&3)&7).

&. F47 74: 9.3* 47 7*(: 77.3, 7*6: *898, $"A H*&19- <.11)*8(7.' * <-&9 .3+4728&9.43 .8 7*&843&' 1> 3*(*88&7> +47 9-* 5: 7548* 4+ 9-* 7*6: *89 &3) 1.2.9 9-* 7*6: *89 +47 HI 94 9-&9 .3+4728&9.43.

'. F47 343-74: 9.3* 47 343-7*(: 77.3, 7*6: *898, $"A H*&19- <.11)*; *145 7*&843&' 1* (7.9*7.& 94 1.2.9 9-* &24: 39 4+ HI 7*6: *89*) 94 9-&9 2.3.2: 2 3*(*88&7> 94 &((4251.8- 9-* 5: 7548* 7*6: *89; &3) : 8* 9-* (7.9*7.& 94 7*; .*< 9-*8* 7*6: *898

43 & (&8*-' >-(&8* ' &8.8 94)*9*72.3* .+ & "1.2.9*))&9& 8*9" <.11 &((4251.8- 9-*
5: 7548* +47 <-.(- 9-* 7*6: *89 .8 2&)* +47 343-97*&92*39 7*1&9*) 7*6: *898.

5. Entire Medical Record

$"A H*&19- <.11 1.2.9 &3> 7*6: *89 +47   HI 94 9-&9 <-.(- .8 7*&843&' 1> 3*(*88&7> 94 &((4251.8-
9-* 5: 7548* +47 <-.(- 9-* 7*6: *89 .8 2&)*. H4<*; *7, 7*6: *898 2&)* +47 97*&92*39 5: 7548*8
&7* 349 8: ' /*(9 94 9-* 2.3.2: 2 3*(*88&7> 89&3)&7). $"A H*&19- <.11 431> 7*1*&8* 9-* *39.7*
2*).(&1 7*(47) .3 9-48* .389&3(*8 <-*3 9-* *39.7* 2*).(&1 7*(47) .8 /: 89.A*) &8 7*&843&' 1>
3*(*88&7>.

Original Policy No: HIPAA Privacy 006

A5574 ; &1 "., 3&9: 7*8

Step Description	Approver	Date
	%.11.&2 G7*9*: C-.*+ L*, &1 C4: 38*1	10/2021
D.7*(947, HI AA	L.3)& H:)843: C-.*+ HI AA C4251.&3(* OB(*7	10/2021

A551. (&' .1.9>

$"A H*&19-, $"A H*&19- C-.1) 7*3'8 & %42*3'8 H485.9&1, $"A H*&19- M.9(-*11 C&3(*7 I389.9: 9*, $"A H*&19-
->8. (.&3 E39*757.8*, $"A H*&19- 74; .) *3(*, $"A H*&19- $3.; *78.9> H485.9&1