

**Subject:** Updates, Revisions, New Policy and Forms - Please Read  
**Date:** Wednesday, June 01, 2016 4:06:03 PM  
**Attachments:** [Clinic-Request\\_Individuals\\_Health\\_Information-HSC-5.26.16.docx](#)  
[Clinic-Authorization\\_Release\\_Individuals\\_Health\\_Information-HSC-5.26.16.docx](#)  
[Clinic-Authorization\\_Verbal\\_Release\\_PHI-5.26.16.docx](#)  
[Non-ClinicEmployee\\_Role-Based\\_Access\\_Wrksht -5.17.16.docx](#)  
[ClinicEmployee\\_Role-Based\\_Access\\_Wrksht - 5.17.16.docx](#)  
[Privacy-18\\_Safeguards-clean5.31.16.docx](#)  
[Privacy-33\\_Puchasing\\_or\\_Leasing\\_Equipment- 5.26.16.docx](#)  
[NoticePrivacyPracticesFullPage-5.31.16\\_revised.docx](#)

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Good afternoon, Health Care Components –

In response to several guidance documents issued by the Office for Civil Rights, items identified by the University’s Internal Auditor, information from recent HIPAA settlements involving other providers, and suggestions from our HCCs, we have made the following changes, **all effective June 15, 2016**. Please use the next two weeks to review the changes, make your staff and providers aware of them, and train on them as appropriate.

1. **Safeguards Policy** Revised – The revisions reflect the University’s current encryption programs for devices, desktops, and email messages. (Redline versions of the policy revisions are available in the New section on the HIPAA Privacy web page: <http://ouhsc.edu/hipaa/news.asp>.)
2. New Privacy Policy 33, **Purchasing or Leasing Equipment** - This policy documents the University’s *current procedures* for acquiring and retiring equipment used for PHI.
3. Updated **Notice of Privacy Practices** – The updates clarify University use of PHI for collections purposes. See all NPP versions excluding the Spanish version at <http://ouhsc.edu/hipaa/>. Spanish versions of the NPP will be posted by early next week.
4. New/Revised **Authorization forms** – Based on OCR guidance, we have separated the Authorization form into two forms:

- a. Request for Health Information/Treatment Records, for use when a patient wants to receive a copy of her own records.
- b. Authorization to Release Health Information/Treatment Records, for use when the patient wants a copy of her records released to someone else.

The Authorization to Release PHI **Verbally** to Others form was also reformatted. (Note that the Authorization to Release Health/Treatment Records form now includes an option for the patient to release PHI in documents and in verbal form.) Spanish versions of these new forms will be posted by early next week.

5. The **Role-Based Access Worksheets** have been revised to reflect the different EMR system roles.

Please begin using the revised policies, forms, and NPP – all attached for your convenience -- no later than June 15. If you have any questions about any of the above items or would like to schedule a HIPAA training, please contact me or Marty Walton (405-271-2033), and we will be happy to help. We know implementing new policies and procedures is time-consuming, and we appreciate your help in keeping your HCC and the University HIPAA-compliant.

Jill

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