

Tulane University

DEPARTMENT: General Counsel's Office -- HIPAA	POLICY DESCRIPTION: Responsibilities for Requests
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APPROVED: April 1, 2003	REVISED:
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Tulane University Responsibilities for Requests

SCOPE OF POLICY

This policy applies to Tulane University Medical Group, its participating physicians and clinicians, and all University employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of Tulane University Medical Group and have been designated as part of the Tulane University HIPAA Health Care Component.

STATEMENT OF POLICY

To allow for outlining the responsibilities for PHI related requests that come to the Tulane University Health Care Component including the Covington Clinic, the Slidell Orthopaedic Clinic, the Covington Dermatology Clinic, or the FPP Billing Office. Any request that does not fall within the operational jurisdiction of the Covington Clinic, the Slidell Orthopaedic Clinic, the Covington Dermatology Clinic, or the FPP Billing Office should be referred to the Privacy Official.

IMPLEMENTATION OF POLICY

- 1) The manager of each site is accountable for the following requests:
 - a) Authorization for Release of PHI
 - b) Access to PHI – to inspect/copy/review
 - c) Requests for Other Alternative Means of Communicating (e.g. – different address, e-mail, etc.)
 - d) Authorization to Revoke the Release of PHI
- 2) The Director, Faculty Practice Plan Northshore Operations is accountable for the following requests:
 - a) Accounting of Disclosures
 - b) Request to Amend Protected Health Information
 - c) Denial of a Request to Amend PHI
- 3) The Privacy Official is accountable for the following:
 - a) Request to Restrict Uses of PHI
 - b) Request for Review of a Denied Request for Access to PHI
 - c) Patient's Request for Additional Privacy Protection
 - d) Complaints