



## Texas Tech University Health Sciences Center El Paso Ambulatory Clinic Policy

<b>Policy:</b> Access to the Medical Records Department	<b>Policy #:</b> EP 5.9
<b>Effective Date:</b>	<b>Last Revision Date:</b> July 2024
<b>References:</b>	
TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website: <a href="https://ttuhscep.edu/opp/default.aspx">https://ttuhscep.edu/opp/default.aspx</a>	

### Policy Statement

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) to safeguard strict confidentiality and restrict access to all patient information located in the designated Medical Record Department within the Ambulatory Clinics.

### Scope

This policy applies and will be distributed to all General Policy.

### Procedure

1. General Policy
  - a. Except as otherwise indicated below, no individual shall be allowed access to the Medical Records Department without the knowledge or authorization of the Medical Records Department staff and a need to have access to the File Room or the medical record repository in the Miles Building. Any individual allowed access to the Medical Records Department or the medical record repository in the Miles Building shall be accompanied at all times by a member of the Medical Records staff.
  - b. All individuals entering Medical Records Department and/or File Room or the medical record repository in the Miles Building shall have a TTUHSC picture badge.
  - c. Students will be required to have a letter from their individual School instructor indicating the need for the student to have access to the Medical Records Department or the medical record repository in the Miles Building. Medical Records staff may still deny access to the Medical Records Department to the student based on HIPAA privacy or security concerns.



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### 2. Access For Health Care Operation Purposes

- a. TTUHSC at El Paso employees in the following Departments/Areas may access the Medical Records Department File Room for health care operation purposes:
  - i. Mail Room Couriers
  - ii. Shipping and Receiving
  - iii. General Services Personnel
- b. Any personnel not listed above must have approval from the designated Medical Record's Director or Supervisor to have access to the Medical Records Department File Room.

### 3. El Paso Medical Records Access:

Every person seeking access to the Medical Records area or the medical record repository in the Miles Building must sign-in before they are given access and must sign-out upon leaving the area.

**Review Date:**

**Revision Date:** 05/2024, 07/2024