

## Patient Right to Restrict Protected Health Information to Health Plan

Dear Patient,

Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) honors and respects your right to request restrictions on whether your protected health information (PHI) is disclosed or shared with your **health plan or other third-party insurance carriers** but the information will continue to be shared with your providers. Upon request and receipt of full payment for services, your information will not be disclosed or shared, unless required by law. However, this does not apply if you are requesting a restriction on a service that has already been disclosed to the health plan.

TTUHSC El Paso **is only required** to honor and process your request when:

- The form “**Request: Restrict Disclosure to Health Plan**” is filled out and signed at the time of service(s) and
- Service(s) are paid in full and out of pocket

You are responsible for notifying all other providers outside of TTUHSC El Paso not to disclose these services to your health plan.

TTUHSC El Paso **will terminate and revoke** your request when:

- Payment does not clear with your financial institution
- Service(s) are not paid in full at the time of service rendered

Should any of these situations occur, TTUHSC El Paso will notify you via a certified letter, and a copy of the letter will be stored with your medical records as proof of approved or revoked right.

In addition, the request process will need to be repeated each time, for follow-up visits and ancillary services (laboratory, radiology, etc.).