

El Paso - Ambulatory Clinic Policy and Procedure

Title: ACCESS TO THE MEDICAL RECORDS DEPARTMENT	Policy Number: EP 5.9
Regulation Reference: Joint Commission, HIPAA	Effective Date: 07/01/2014

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) Ambulatory Clinics to safeguard the strict confidentiality and restrict access to all patient information located in the designated Medical Record Department within the Ambulatory Clinics.

Scope and Distribution:

This policy applies to all TTUHSC at El Paso ambulatory clinics.

Procedure:

1. General Policy.

- a. Except as otherwise indicated below, no individual shall be allowed to access to the Medical Records Department without knowledge or authorization of the Medical Records Department staff and a need to have access to the File Room. Any individual allowed access to the Medical Records Department 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 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 its File Room. Medical Records staff may still deny access to the Medical Records Department by the student based on HIPAA privacy or security concerns.

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 must sign-in before they are given access and must sign-out upon leaving the area

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center at El Paso	