

Ambulatory Clinic Policy and Procedure

Title: ACCESS TO THE MEDICAL RECORDS DEPARTMENT BY PAYORS OR AUDITORS	Policy Number: EP 5.22
Regulation HIPAA Reference:	Effective Date: 04/2023

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 Records Department within the Ambulatory Clinics.

Scope and Distribution:

This policy applies to all TTP-EP ambulatory clinics

Procedure:

1. General Policy


- a) No individual shall be allowed access to the Medical Records Department without the knowledge or authorization of the Medical Records Department staff.
- b) All non-Texas Tech employees must have completed all required paperwork listed below along with training prior to granting access to the Medical Records Department and Electronic Health Systems.
 - i. Fill out attachment 5.22A: eRaider Business Request form A.
 - ii. Sign attachment 5.22B: Confidential Agreement (See HSC OP 52.09 Confidential Information).
 - iii. Provide current HIPAA certificate.
 - iv. Take assigned training to gain access to Electronic Health Records.
- c) Access to the Medical Records area and Electronic Health Records system shall only be given for dates agreed upon before arriving on site.
- d) All individuals entering Medical Records Department and/or File Room shall have their employee (payor) badge displayed at all times.



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2. TTUHSC Employees will:

- a) Assist auditors with the authorized request.
- b) Ensure documentation provided to the auditor is properly protected as necessary. If there are any concerns they will notify the Unit Associate Director and or Privacy Officer.
- c) Notify Unit Associate Director-Medical Records if an auditor’s work appears to be beyond the defined scope of the audit.

Policy Number: EP 5.22	Original Approval Date: 04/2023
Version Number: 1	Revision Date:
<p>Signatory approval on file by: Juan Figueroa, MD Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians-of- El Paso</p>  <p>Alejandra Ruiz, MHA Unit Associate Director, Medical Records</p>	