



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

<b>Policy:</b> Release of Health Record Information	<b>Policy #:</b> EP 5.11
<b>Effective Date:</b> August 2014	<b>Last Revision Date:</b> December 2024
<b>References:</b> EP 5.11 Release of Health Information Record	
<b>TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website:</b> <a href="https://ttuhscep.edu/opp/default.aspx">https://ttuhscep.edu/opp/default.aspx</a>	

### Policy Statement

This policy shall stand as a guide for the release of Health Information at Texas Tech Physicians of El Paso (TTP-EP).

### Scope

This Policy applies and will be distributed to all TTP-EP Clinic.

### Procedure

1. The patient medical records are the property of TTP-EP and shall be maintained to serve the patient, health care providers, and the ambulatory clinics in accordance with legal, accrediting and regularity agency requirements.
2. Original health records, including portions thereof, may not be removed from the premises of the TTP-EP except by subpoena duces tecum.
3. Information from the health record shall be released only by the designated Custodian of Medical Records and department personnel.
4. TTP-EP employees must follow all state and federal guidelines. See HSC OP 52.02 Privacy and Security of Health Information.
5. A Clinical Department has the authority to release copies to a consulting/referring physician as appropriate for the care of patients. The entire medical record should not be released by the department, only the portion of the record as needed for continuity of care.
6. A copy of the current office visit note, labs or images pertinent to such visit may be provided to the patient at the end of the visit
7. Copies of previous office visits may be provided to the patient only with a signed Release of Information by the Medical Records Department. (HPP 3.1 HIPPA Authorization-A English, B Spanish) (<https://ttuhscep.edu/hipaa/forms.aspx>) and or Certification Forms (<https://ttuhscep.edu/hipaa/forms.aspx>)
8. Attestation of Release of Reproductive Health Care Information must be obtained prior to releasing information for certain purposes. (<https://ttuhscep.edu/hipaa/forms.aspx>)



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