

University Physicians Inc.



RIGHT TO REQUEST CONFIDENTIAL COMMUNICATIONS POLICY

Latest Revision:

Original Effective Date: April 4, 2003

Purpose The purpose of this policy is to identify the circumstances under which UPI must accommodate a reasonable request from a patient to receive communications of PHI by alternative means or at alternative locations.

Policy Upon receipt of a reasonable request, UPI employees must provide PHI to individuals by alternative means or at alternative locations. Requests for alternate communication will be made to UPI in writing.

Procedure Conditions on Providing Confidential Communications

UPI will require that the patient's request be made in writing. Standardized forms will be made available for individuals who wish to request PHI be provided to them by alternative means or at alternative locations.

UPI may condition this accommodation on:

- (1) how payment, if any, will be handled; and
- (2) specification of the alternative address or other reasonable method of contact.

UPI **may not** require an explanation from the individual as to the basis for the request as a condition for providing confidential communications.

Definitions See glossary for key terms and acronyms used in this policy.
(On file with Privacy Officer)

Enforcement Enforcement of this policy will reside with the Privacy Officer or appropriate Management.

**Rationale/
Source** This policy complies with requirements of the following:
Health Insurance Portability and Accountability Act (HIPAA), Privacy Rule

**Cross
References**

For additional information, refer to the following:

Document Name
Confidential Communication Request Form

**Review or
Revision Date**

This policy is reviewed and approved annually, and as revised.

MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY

Governance

Responsibility for adoption and/or implementation of this policy is as follows:

Approving Body		Executive Approval	
Privacy Officer:	04/04/03	Chief Operating Officer:	04/04/03
Signature on file.	Date	Signature on file.	Date