



**Clinical Staff Executive Committee**

**MEDICAL CENTER POLICY NO. 0084**

- A. SUBJECT: Health Information Request for Non-Patient Care Usage
- B. EFFECTIVE DATE: January 1, 2013(R)
- C. POLICY:

Health Information Services (HIS) is responsible for approval of all requests to gain access to patient-specific medical records and documentation and/or aggregate patient data for use in non-patient care activities. Non-patient care usage involves the use of patient-specific health information for purposes unrelated to a specific patient's clinical treatment. This includes, but is not limited to, clinical studies and research, quality/utilization reviews, billing and coding reviews, and clinical guidelines development. Record requests for these activities are subject to the approval of the Administrator of Health Information Services, or his/her designee, and the availability of resources to retrieve lists of records for specific patient populations. Medical Center employees who directly access patient-specific electronic medical records for internal operational purposes, such as quality/utilization reviews or clinical guidelines development, are responsible for doing so within the limits of their approved access authority.

D. PROCEDURE:

1. A Health Information Services "[Request for Medical Records](http://www.healthsystem.virginia.edu/internet/his/releaseofinfoforms.cfm)" form shall be completed to request medical records for review. The form may also be obtained from the HIS intranet site: <http://www.healthsystem.virginia.edu/internet/his/releaseofinfoforms.cfm>
2. The Institutional Review Board for Health Sciences Research (IRB-HSR) or the Institutional Review Board for Social and Behavioral Sciences (IRB-SBS), as appropriate, shall approve all protocols for research in which patient identifying information of living patients will be used, prior to a request for medical records. Once approved, an IRB Approved Study number will be assigned and must be included on the "Request for Medical Records" form. Contact the IRB-HSR office or the IRB-SBS office for information regarding the approval process. Researchers who request access to records of deceased patients or researchers who request access to records for purposes of performing limited reviews preparatory to research (prior to receiving an IRB study number) shall indicate such by checking the appropriate box on the "Request for Medical Records" form.

Researchers shall also be instructed to complete and sign the "Representation for Reviews Preparatory to Research and Research on Decedent's Information" form and submit the form to HIS.

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3. All requests for medical records shall be made at least two business days ahead of time. Requests shall be submitted either by delivering or faxing the "Request for Medical Records" form to HIS. HIS shall notify the requestor as soon as records are available.
4. Consistent with [Medical Center Policy No. 0004 "Medical Center Identification,"](#) which requires all employees to display an ID badge at all times, anyone not wearing an ID badge shall not be allowed to view the records.
5. All records shall remain in the HIS – Studies or in a site(s) designated by HIS. If the requestor is unable to complete the review within 7 business days, the requestor shall notify HIS and the record request may be renewed for an additional 7-day period. If at any time a record is needed for the purposes of patient care, the record shall be immediately returned to HIS upon request.
6. The requestor or principal investigator (PI) shall contact HIS when the study has been completed. If there has been no contact from the PI for 3 months, it will be assumed that the study has been closed and all records shall be returned.
7. Information that may personally identify patients shall not be published or otherwise incorporated into written reports of research except by express, written authorization of the patient. The names of the treatment team shall not be published or otherwise incorporated into written reports of research except by express, written authorization of the treating individuals to be named in the publication.

SIGNATURE:



Robert S. Gibson, M.D., President Clinical Staff



R. Edward Howell, CEO, UVA Medical Center

DATE:



Medical Center Policy No. 0084 (R)

Approved November 1981

Revised January 1992, May 1995, July 1995, September 1998, October 2000, March 2003, December 2006, December 2012

Reviewed December 2009

Approved by HIM Subcommittee & Quality Committee

Approved by Clinical Staff Executive Committee