

NUMBER: SA 7.13
SECTION: Division of Student Affairs

SUBJECT: Release of Medical Records/Confidentiality

DATE: August, 2012

REVISED:

Policy for: USC Upstate Campus
Procedure for: USC Upstate Campus
Authorized by: Dr. T. Moore
Issued by: Health Services

I. Policy

USC Upstate Health Services has a legal and ethical responsibility to maintain the confidentiality of protected health information (PHI) and pertinent facts relative to the care of students and employees. PHI that identifies an individual by names, social security number or diagnosis and treatment may not be released without the written consent of the patient, parent or legal guardian (if under 18 years of age), or other designated legal representative with properly-executed authorization. The only exceptions to this statement under the Health-Insurance Portability and Accountability Act (HIPAA), (45 CFR Parts 160 and 164) are those allowed by state law, including:

- Immunization Records (which are not considered PHI under HIPAA.)
- Identifying and Reportable Diseases/Conditions under public health law in South Carolina.
- Workers' Compensation records in accordance with South Carolina Law.
- Release of Protected Health Information must be specific as to:
 - Whom information may be released
 - What information may be released
 - What information may not be released
 - The purpose/intent for which released information is to be utilized

Effective date of release/termination of such authorization method of communication of PHI (i.e.; fax, telephonic, or US mail). Email will not be used. The patient must be informed at the time of original signature that a Release of Protected Health Information may be revoked at any time upon written notification to Health Services