I. 11.3.3 Revocation of Authorization to Use or Disclose Protected Health Information

Chapter 11 - Patient Privacy	Original Effective Date: April 2003
Section: 11.3 Individual Rights in Regard to Privacy of Protected Health Information	Date Last Reviewed: September 2026
Responsible Entity: Chief Compliance and Privacy Officer	Date Last Revised: September 2026

II. Purpose

An individual may revoke an authorization at any time, provided that the revocation is in writing. UT Health San Antonio (UTHSA) shall not be liable for any information released in good faith prior to the revocation.

III. Scope

This policy applies to all Workforce Members—including faculty, staff, students, healthcare providers, contractors, and researchers—who have direct or indirect access to Protected Health Information (PHI). This includes all PHI maintained by UTHSA and its controlled affiliates, such as clinics, hospitals, and research facilities.

IV. Policy

A. Revocation of a Prior Authorization

1. An individual has the right to revoke a previous authorization to use or disclose their PHI by completing the Revocation of Authorization to Release Protected Health Information form to ensure that the requirements of this section are met.
2. Health Information Management (HIM) will be responsible for processing revocation requests and must ensure that the individual's PHI is no longer subject to further use or disclosure.

B. Records Retention

UT Health San Antonio must retain authorizations and revocations for a minimum of six (6) years. See Institutional Handbook of Operating Policies policy 2.2.1 Records Management for guidance.

V. Definitions

Terms used in this document have the meaning set forth in the Patient Privacy Policies Glossary *unless a different meaning is required by context.*

VI. Related References

For questions regarding this policy, contact the Privacy Program Director at 210-567-2014 or at compliance@uthscsa.edu.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
04/2003	Policy Origination		
02/2006	Policy Revision		
03/2013	Policy Revision		
01/2023	Policy Review	ICPO	01/04/2023
09/2026	Policy Review, Discretionary Edits	ICPO	09/21/2026