



### I. 11.3.6 Access to Protected Health Information

Chapter 11 - Patient Privacy	Original Effective Date: April 2003
Section: 11.3 Individual Rights to Privacy of Protected Health Information	Date Last Reviewed: January 2023
Responsible Entity: Chief Compliance and Privacy Officer	Date Last Revised: January 2023

### II. Purpose

Individuals have a right to inspect and obtain a copy of, at their request, the protected health information maintained in their designated record set upon receipt of a written request and as permitted by federal regulation.

### III. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees) who has direct or indirect access to patient protected health information (PHI) created, held, or maintained by any UT Health San Antonio controlled affiliate, including, but not limited to its clinics, hospitals, and research operations.

### IV. Policy

#### A. Access to Protected Health Information

1. An individual has the right to inspect and receive copies of PHI in a designated record set for as long as the PHI is maintained in the designated record set. Refer to Institutional Handbook of Operating Policies (IHOP) policy [11.1.5 Patient Health Records](#), for additional information regarding the legal medical record and designated record set.

If UT Health San Antonio does not maintain the PHI that is the subject of the request for access, and UT Health San Antonio knows where the requested information is maintained, UT Health San Antonio must inform the individual where to direct the request for access.

2. A request for access must be submitted in writing using an authorization form that is specific to the release of the PHI that is requested to be released. UT Health San Antonio workforce members may use the Patient Authorization for Release of Health Records to External Parties form. The custodian of the official patient health record is responsible for receiving and processing requests for access by an

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individual. See IHOP policy [11.2.3 Uses and Disclosures of Protected Health Information Based on Patient Authorization](#) for additional guidance.

3. UT Health San Antonio must act on a request no later than the 15th business days after receipt of the request for electronic health records; otherwise, no later than the 30th business day after receipt of the request and payment. Exceptions to this time frame are listed below.
  - a. Completed laboratory test results when the request has been made directly to the laboratory are to be available 30 days after request. An additional 30 day extension may be used. The reason for the extension must be provided in writing to the requestor.
  - b. Mental health records are to be available within 15 days of the request whether the records are maintained in electronic or paper form. UT Health San Antonio shall:
    - i. Grant the request, in whole or part, and provide access; or,
    - ii. Deny the request, in whole or part, and provide the individual with a written denial letter.
4. If the access is granted, in whole or part, UT Health San Antonio must comply with the following requirements:
  - a. If the request is for PHI not maintained or accessible to UT Health San Antonio on-site, UT Health San Antonio must take action by no later than 30 days of receipt of the request.
  - b. If UT Health San Antonio is unable to take action within this time period, the time may be extended for no more than 30 days, provided that UT Health San Antonio provides the individual with a written statement of the reason for the delay and the date by which it will complete its action. UT Health San Antonio may have only one such extension.
  - c. UT Health San Antonio must provide the access requested by the individual, including inspection, receiving a copy or both, of their PHI in designated record sets. If the same PHI that is the subject of a request for access is maintained in more than one designated record set or at more than one location, UT Health San Antonio is only required to produce the PHI once in response to a request for access.
  - d. UT Health San Antonio may provide the individual with a summary of the PHI requested, in lieu of providing access to the PHI or may provide an explanation of the PHI to which access has been provided, if:
    - i. The individual agrees in advance to such a summary or explanation; and,
    - ii. The individual agrees in advance to fees imposed, if any, by UT Health San Antonio for such summary or explanation.
  - e. UT Health San Antonio must provide the access as requested by the individual in a timely manner, including arranging for a convenient time and place to inspect or receive a copy of the PHI, or mailing the copy of the PHI at the individual's request. UT Health San Antonio may discuss the scope, format, and

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other aspects of the request for access with the individual as necessary to facilitate the timely provision of access.

- f. UT Health San Antonio must provide the PHI to the individual in the form or format requested, if readily available in such format as agreed to by UT Health San Antonio and the individual.
- g. If the individual requests to review their records in person, a UT Health San Antonio workforce member must stay with the individual to ensure integrity of the information contained in the record. If copies are requested, the workforce member is to make the copies on behalf of the individual.
- h. If the individual requests a copy of the PHI or agrees to a summary or explanation of such information, UT Health San Antonio may impose a reasonable, cost-based fee, provided that the fee includes only the cost of:
  - i. Copying, including the cost of supplies for and labor of copying, the PHI requested. The State of Texas sets the fee schedule for these services.
  - ii. Postage, if the individual requests the copy, summary or explanation be mailed; and,
  - iii. Preparing an explanation or summary of the PHI, if agreed to by the individual.

#### B. Denial of Access to Protected Health Information

1. UT Health San Antonio may deny an individual's access to PHI without providing an opportunity for review when:
  - a. The request includes psychotherapy notes. UT Health San Antonio may not release psychotherapy notes, except as required by law. See IHOP policy [11.2.2 Use and Disclosure of Psychotherapy Notes](#) for additional guidance.
  - b. The request includes information compiled in anticipation of or use in a civil, criminal, or administrative action or proceeding.
  - c. The requestor includes facilities or facility components that perform testing for forensic purposes.
  - d. The request includes information from research laboratories that test human specimens but do not report patient-specific results for diagnosis, prevention, treatment, or the assessment of the health of patients.
  - e. The request includes information from laboratories certified by the National Institutes on Drug Abuse (NIDA) guidelines and regulations. However, other testing conducted by a NIDA-certified laboratory is not exempt.
  - f. UT Health San Antonio is acting under the direction of a correctional institution and the prisoner's request to obtain a copy of PHI would jeopardize the individual, other prisoners, or the safety of any officer, employee, or other person at the correctional institution, or a person responsible for transporting the prisoner.



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- b. UT Health San Antonio must promptly provide written notice to the individual of the findings of the review. If additional assistance is required in any situation, the Office of Legal Affairs and the Institutional Compliance and Privacy Office should be consulted.

## 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 email [compliance@uthscsa.edu](mailto:compliance@uthscsa.edu).

*Health Insurance Portability and Accountability Act (HIPAA) of 1996  
HIPAA Privacy Rule, 45 CFR Part 160 and Subparts A and E of Part 164  
HIPAA Security Rule, 45 CFR Part 160 and Subparts A and C of Part 1644  
Code of Federal Regulations (45CFR Section 164.501)*

## 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		
10/2014	Policy Revision		
02/2016	Policy Revision		
01/2023	Policy Review	ICPO	01/06/2023