

METROPOLITAN ELITE FAMILY PRACTICE, LLC

HIPPA POLICY

It shall be the policy of **Metropolitan Elite Family Practice, LLC** that whenever possible only the minimum necessary data will be released from or used by, the facility in response to a request for information. This shall apply to protected health information for any and all patients examined and/or treated at the facility.

In accordance with HIPPA regulations, as cited above, the procedures are divided into several categories by the type of release, to include:

1. Medical release
2. Legal release
3. Insurance (other than payer request)
4. Patient release
5. Internal use, such as Billing Quality Assurance, etc.....

It is important to note that regulations cite the quality of information being released, such as the types of reports as a focus, and do not address the content of the reports being released.

PROCEDURES:

1. Medical Request/Release:

Release of information for medical purposes is excluded from the minimum necessary rules, and there is no limit to the type of information that may be released.

Entities included in Medical Release are:

- Current CPC, referring and consulting physicians
- Any provider associated with the specific episode of care for which information is requested
- Any provider with an authorization signed by the patient
- Any health-care facility, such as acute care, hospices, home health, and extended care

2. Legal Request/Release:

Attorney Request will be reviewed for information requested, appropriate authorization, and the purpose of the request. Accordingly the following procedures will be followed.

- A standard "Abstract" of documents/reports will be released as may be pertinent to the requested purpose.
- Any request for "any and All" information will be reviewed for specific purpose and need.

- Dr. McGee retains the right to limit the disclosure to what is determined to be appropriate for the requests, it is important to document the reason for limiting the disclosure
- An “Abstract” shall consist of:
 - Face Sheet
 - History and Physical examination
 - Discharge Summary (or final progress note)
 - Consultation Report
 - Operative Note (if appropriate)
 - Additional information as may be deemed appropriate to the request

Subpoena and/or Court Orders will be handled in accordance with current state laws, and requested information supplied appropriate to that order.

3. Insurance (non-reimbursing) Requests:

Life Insurance:

-An abstract package of reports/information will be provided when requests for information are received relative to life insurance. This shall include information dating back five (5) years unless otherwise specified in the request, and shall include discharge summary, face sheet, history and physical examination reports as may be appropriate. Additional information may be provided as deemed appropriate by the facility.

-Disability:

Request for information relative to establishing disability shall be completed in accordance with the specific request, and include information dating back five (5) years unless otherwise specific in the request. The reports shall include discharge summary, face sheet, history and physical examination reports as may be appropriate. Additional information may be provided as deemed appropriate by the facility.

4. Patient Requests:

The patient has a right to Any and All of his/her health information. Patients will be encouraged to request only an Abstract of the record, but the decision may be made to provide all reports following clarification to the patient or the contents of his/her record and the need expressed by the patient.

5. Internal Usage:

Information may be used to improve quality of care, by conducting Quality Improvement Assessments, reporting information to insurance companies for quality improvement and billing.

I have read the HIPPA POLICY of Metropolitan Elite Family Practice, LLC and agree to such as noted by my signature on the Patient Consent Form.