

	Ethics & Compliance Department	
	Policy No.: 68	Created: 01/2018
		Reviewed: 09/2024
	Revised:	

HIPAA: REPRODUCTION (COPYING) OF MEDICAL RECORDS

SCOPE:

All Envision Healthcare teammates. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

PURPOSE:

Envision Healthcare Operating, Inc. and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this Reproduction (Copying) of Medical Records policy to define appropriate authorizations for making copies of medical records or other protected health information. The policy further defines guidelines for making copies to protect PHI from unauthorized use or disclosure.

POLICY:

- A) The teammate may make copies of a patient’s protected health information if they are authorized by the Company.
- B) The following types of medical information are typically protected by federal and/or state statute and may NOT be photocopied or faxed without specific patient authorization or where required by law:
 - (1) Psychotherapy (from records of treatment by a psychiatrist, licensed psychologist, or psychiatric clinical nurse specialist)
 - (2) Other professional services of a licensed psychologist
 - (3) Social Work Counseling/Therapy
 - (4) Domestic Violence Victims’ Counseling
 - (5) Sexual Assault Counseling
 - (6) Records Pertaining to Sexuality-Transmitted Diseases
 - (7) HIV Test Results (Patient authorization required for EACH release request.)
 - (8) Alcohol and Drug Abuse Records Protected by Federal Confidentiality Rules (42 CFR Part 2)

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POLICY REVIEW

The Ethics & Compliance Department will review and update this Policy, when necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.