

SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE

No: GEN/RAD-01

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Subject: Patient: Patient Privacy(HIPPA)
Adherence_IN RADIOLOGY

Original Issue Date: 12/2010

Prepared by: Donna Mckenzie , EMBA

Supersedes: 12/2010

Reviewed by: Donna McKenzie, EMBA.,

Effective Date: 12/2015
Reviewed: 9/2018

T.J.C. Standards: IM.02.01.01 The hospital has a written policy addressing the privacy of health information **(RI.01.01.01, EP.7)**

Approved by: _____

Related Policies No. (RAD-6) *Radiology*
Patient Safety

Hyman Schwarzberg, M.D.

Harry Zinn, M.D.

Issued by: Radiology Department

I. PURPOSE

To ensure patient privacy.

II. DEFINITION

None

III. POLICY

Patient's privacy shall be maintained by all Radiology staff In accordance with Hospital policy HIPAA-11 & HIPAA- 4

IV. RESPONSIBILITIES

All staff including, secretaries, nurses, technologies and doctors.

V. PROCEDURES/GUIDELINES

- All Radiology staff will adhere to HIPPA standards.
- All patients' medical records will not be available to any to individual not directly involved in the care of the patient.
- Individuals requesting copies of a patients' radiological record must present identification.

- Individual acting on behalf of a patient, must present authorization from patient permitting the release of their records.
- All patient information i.e. orders/charts/etc. will be keep in a secure location while the patient is in Radiology. No-One other than the clinical staff working with the patient will be given access to view patient information.
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VI. ATTACHMENTS:
HIPAA 11 & HIPAA4

VII. REASON FOR REVISION
Review

VIII. REFERENCES

- *Joint Commission Standards*
- *UHB Policy RAD-6 Radiology Patient Safety*

Date Review	Revision Required (Check One)		Responsible Staff Name and Title
	Yes	No	
12/2010	(Yes)	No	Donna McKenzie, EMBA.,
12/2015	(Yes)	No	Donna McKenzie, EMBA.
9/2018		No	Vincent Monte, Associate Dir. Radiology
	Yes	No	