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## **Procedure #7**

### **CurrentCare Enrollee Request to Access CurrentCare Record Procedure**

#### ***Purpose***

Pursuant to the Rhode Island Health Information Exchange Act of 2008, HIPAA, and the Health Information Technology for Economic and Clinical Health Act (“HITECH”), an enrollee in CurrentCare has the right to access the enrollee’s PHI held by CurrentCare and/or request that the enrollee’s authorized representative access the enrollee’s PHI held by CurrentCare. The purpose of the Enrollee Request to Access CurrentCare Record Procedure is to outline an enrollee’s rights to access his or her CurrentCare record.

#### ***Scope***

This procedure applies to all departments and positions at all levels, including full-time, part-time, and temporary positions. This procedure also applies to all CurrentCare users.

#### ***Procedure Statement***

The Enrollee Request to Access CurrentCare Record Procedure describes the steps by which an enrollee, and/or his or her authorized representative, can access the enrollee’s record held by CurrentCare. A record includes protected health information (“PHI”, as defined in the Health Insurance Portability and Accountability Act “HIPAA”) that has been (1) provided to CurrentCare by a Data Sharing Partner according to the terms of a Data Sharing Agreement; and/or (2) matched and merged by CurrentCare with the enrollee’s cumulative records for presentation to authorized CurrentCare users.

RIQI staff will facilitate actions to support an enrollee’s right to request access to the enrollee’s CurrentCare record by: (1) providing the enrollee with a form to make the request to access the record; and (2) responding to the enrollee’s written request by providing the enrollee with a copy of the enrollee’s record. An enrollee may also permit an authorized representative to access his or her CurrentCare record by completing a CurrentCare for Me Proxy Access Form.

An enrollee or authorized representative who requests access to an enrollee’s CurrentCare record must first provide satisfactory verification of the enrollee’s or authorized representative’s identity prior to obtaining access to the record.

#### ***Compliance***



Any violation of this procedure will subject the employee to disciplinary action or immediate discharge. Any RIQI employee having knowledge of any violation of the procedure shall promptly report such violation to Human Resources.

Version	Effective Date	Statement of Change
01	October 22, 2009	Original document
02	April 10, 2012	Format change; Terminology changes
03	November 29, 2013	Format change; Minor language revisions
04	March 22, 2014	Removed Procedure Sections and references; Revision to Purpose
05	May 2017	Revised to comply with HIE Act Amendments and new CurrentCare for Me Proxy Access form

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Manager/Director	Date