



Policy Title: Individual Revocation of Authorization to Disclose Protected Health Information (PHI)			
Department Responsible: THN Compliance & Integrity	Policy Number: SEC-110	THN's Effective Date: January 1, 2022	Next Review/Revision Date: September 30, 2024
Title of Person Responsible: THN Director of Compliance & Privacy	THN Approval Council: THN Compliance and Privacy Committee	Date Committee Approved: June 9, 2023	Date Approved by THN Board of Managers: August 15, 2023

I. **Purpose.** As organizations request authorization from individuals to use their protected health information (PHI), there will be cases where individuals will initially grant authorization only to later change their minds. In these instances, the purpose of SEC-110 is for Triad HealthCare Network (THN) to create policies and procedures to accommodate individuals who may wish to revoke their authorizations.

II. **Policy.**

- A. THN will provide individuals who inquire about or wish to modify their preferences regarding PHI sharing for care coordination and quality improvement purposes with information about how to modify their PHI sharing preferences via 1-800-MEDICARE. Such communication shall note that, even if an individual has elected to decline sharing PHI, Trial HealthCareNetwork may still engage in certain limited data sharing for quality improvement purposes.
- B. THN will allow individuals to reverse a PHI sharing preference at any time by calling 1-800-MEDICARE.
- C. THN will maintain the PHI sharing preferences of individuals who elect to decline PHI sharing or who have previously declined PHI sharing.
- D. THN will affirmatively contact an individual who has elected to decline PHI sharing no more than once each year to provide information regarding PHI sharing. Such affirmative contact includes mailings, phone calls, electronic communications, or other methods of communicating with the individual outside of a clinic setting.
- E. If a provider is terminated from THN for any reason and is the sole provider in THN during the 12-month period prior to the effective date of the termination, THN will administratively opt the individual out of all PHI sharing within thirty (30) days of the effective date of the termination unless:
 - 1. The individual affirmatively consents to continued PHI sharing with THN by the execution of an Authorization for Disclosure of PHI; or
 - 2. The individual has become the patient of another provider of THN.
- F. Notwithstanding the foregoing, THN will receive shared PHI regarding



substanceorder treatment only if the individual has not elected to decline PHI sharing or otherwise been opted out of PHI sharing and has also submitted an Authorization for Disclosure of PHI.

- G. THN will administratively opt an individual back into PHI sharing if:
 1. The individual was administratively opted out of PHI sharing solely due to the termination of a provider from THN;
 2. The individual is aligned to THN for a subsequent year; and
 3. The individual does not affirmatively opt out of PHI sharing.

Date	Reviewed	Revised	Notes
January 1, 2022			Originally Published for DCE
May 2023	X		Reviewed for REACH – no changes