

Divisions: All Divisions	Policy Number 179.10.11
Subject: INVALID AUTHORIZATION – PROHIBITING THE USE OF	
Approved: Executive Director	
Approved: Associate Director	
Approved: CADE BOD	
Effective Date: April 14, 2003	
Review Dates:	
Revised Dates:	

**Purpose**

When obtaining an authorization for the use or disclosure of protected health information, it is important that the document contain all necessary information. If not, the authorization is defective and therefore invalid.

**Policy**

Center for Advanced Dental Education prohibits the use of an invalid authorization to use or disclose protected health information (PHI). An authorization will become invalid in the event that the Center knows that the authorization has been revoked.

**Procedures**

An authorization will be deemed invalid by Center for Advanced Dental Education if any of the following conditions exist:

- The expiration date has passed or the expiration event is known to have occurred
- All of the required elements of the authorization have not been filled out completely, as applicable
- The authorization lacks any of the required elements specified in the policy Authorization to Use or Disclose PHI
- The authorization is inappropriately combined with any other document to create a compound authorization.
- If any material information in the authorization is known by Center for Advanced Dental Education to be false.