

Divisions	All Divisions	Policy Number	1 9 10 16
Subject	REVOCATION OF AUTHORIZATION TO USE OR DISCLOSE PHI		
Approved	Executive Director		
Approved	Associate Director		
Approved	CADE BOD		
Effective Date	April 14, 2003		
Review Dates			
Revised Dates			

Purpose

The purpose of this policy is to provide information for management and workforce members regarding revocation of patient's consents to use and disclose protected health information (PHI) and revocation of patient's authorizations to release protected health information

Policy

Revocation of Authorization to Release PHI

An individual may revoke an authorization at any time, provided that the revocation is in writing, unless The Center for Advanced Dental Education has already provided PHI based on the patient's authorization. The Center for Advanced Dental Education will stop providing information based on a patient's authorization as soon as possible.

Once a revocation is issued, all Center employees and workforce members are responsible for ensuring the patient's PHI is no longer subject to further use or disclosure.

- The Center for Advanced Dental Education will not impose a time restriction on when an individual may revoke authorization to use or disclose their protected health information.
- It will require individuals to request the revocation of authorization to use or disclose protected health information in writing.

An agreed upon limitation on use and disclosure of PHI about an individual to carry out Treatment, Payment or health care Operations (TPO) and disclosures for involvement in the individual's care. For instance, The Center for Advanced Dental Education may use and disclose PHI for TPO but the patient may request the Center not to use or disclose PHI for other instances.

An individual exercises the right to void a prior consent or authorization to use and disclose PHI. However, The Center for Advanced Dental Education will not be liable for a use or disclosure of a patient's PHI after a revocation, if the Center in good faith based its actions upon a prior consent or authorization, and has already acted in reliance. Once The Center for Advanced Dental Education has utilized a patient's PHI for TPO, it is no longer required to use or disclose that PHI, and may no longer use or disclose the PHI without the patient's consent or authorization.

