

**“Responding to Requests for Medical Records -
Patient Access Request Versus HIPAA
Authorization: Who, When, How Much?”
Webinar #T5097**

**Tuesday, October 23, 2018
1:30 p.m. - 2:30 p.m.**

Program Overview:

Healthcare providers often receive requests for copies of medical records. The legal requirements for responding to these requests can vary based on a variety of factors, including who originates the request, the purpose of the request, and the recipient. Faculty will discuss the differences between two common request types under HIPAA – a “patient access request” and an “authorization.” They will also explain what HIPAA requires for each request with regard to timing of response and fees that may be charged, as well as provide tips for identifying the type of request received.

Learning Objectives:

At the completion of this webinar, participants will be able to:

1. Identify the key differences between a “patient access request” and an “authorizator” under HIPAA;
2. Explain the requirements for responding to each type of request;
3. Discuss the options and restrictions for calculating fees for producing requested records; and
4. List practical tips to remember when presented with a request for medical records.

Target Audience:

This session is recommended for medical records personnel, compliance staff, privacy and security officers, risk management personnel, in-house counsel and any other individual responsible for responding to requests for copies of medical records.

Faculty:

Carol Saul, Health Care Partner, Arnall Golden Gregory LLP

Carol Saul is a health care partner at Arnall Golden Gregory LLP. Her practice has included a focus on federal privacy and security concerns since their inception. Carol chairs the AGG Hospital and Health Systems Industry Team and is certified in compliance by the Health Care Compliance Association.

Madison Pool, Health CareAssociate, Arnall Golden Gregory LLP

Madison Pool is a health care associate at Arnall Golden Gregory LLP. Madison is a member of the AGG Hospital and Health Systems Industry Team. She is also a member of the AGG Healthcare IT Industry Team and the Health Society of the Technology Association of Georgia. She frequently advises clients on questions regarding HIPAA compliance and health information privacy and security.

Registration Fee:

\$195 per site for MHA members

\$295 per site for non-members

The registration deadline is October 16. Advance registration is required to ensure the delivery of instructional materials.

Cancellation Policy:

Cancellations made prior to the registration deadline (October 16) will be issued a refund, less a \$25 administrative fee. Cancellations made after October 16 will be charged 50% of the registration fee. No refunds will be issued for those who do not cancel in advance of the program.

Connecting to the Webinar:

Google Chrome is the recommended web browser for this webinar. If you use Internet Explorer, please contact Leslie Couturier at lcouturier@themha.org or 207/622-4794 for further information. **All registration fees are per phone connection.** If more than one connection is made from your hospital for any reason, an additional charge of \$195.00 (per connection) will be billed. Upon registering for the webinar, notify all participants and arrange a meeting room and speaker phone, if desired. At least three business days prior to the webinar, you will receive confirmation of your registration via email including instructions on logging in, as well as attached handouts. Approximately 5 to 10 minutes before the program, dial in to be connected to the session.

If you have not received a confirmation notice 48 hours prior to the program, please call Leslie Couturier at (207) 622-4794 to confirm your registration has been received.

Registration Form

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Important Note: Instructions for accessing the program will be emailed to the contact person listed below prior to the program date. If you would like the instructions emailed to an additional contact person, please list their email address as well.

Name and Title of Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip Code: _____

The registration fee is: **\$195** per site for **MHA members** / **\$295** per site for **Non-members**

The fee covers **ONE** telephone connection and includes a set of handouts (which can then be copied).

If more than one connection is made from your hospital for any reason, an additional charge of \$195.00 (per connection) will be billed.

Payment Method: Check enclosed (payable to MHA) Check being mailed Credit Card**

If paying by credit card, please register online at www.themha.org. **VISA and **MasterCard** accepted.

Please complete this fillable PDF form and email or fax to lcouturier@themha.org or 207/622-3073. Mail original along with payment to: Leslie Couturier, Maine Hospital Association, 33 Fuller Road, Augusta, Maine 04330. If you have questions, please call Leslie Couturier or Carol Sinclair at 207/622-4794 or by email at lcouturier@themha.org or csinclair@themha.org.

Registration deadline is Tuesday, October 16, 2018.