

PURPOSE

To establish an identity verification process.

REVISION HISTORY

Issued: 04/14/2003
Revised: 01/01/2016
Reviewed: 01/01/2017
Next Review: 01/01/2018

POLICY

Prior to making a disclosure or processing an individual right request, the Michigan Department of Health and Human Services (MDHHS) personnel must:

- Verify the identity of a person requesting PHI and the authority of any such person to have access to protected health information.
- Obtain any documentation, statements, or representations, whether oral or written, from the person requesting the protected health information when such documentation, statement, or representation is a condition of the disclosure or processing.

REFERENCES

45 CFR §164.514(h), §164.512(a), §164.512(f), §164.502(f), §164.510(b)

CONTACT

For additional information concerning this policy, contact the MDHHS Compliance Office.