PURPOSE:
To establish a policy to ensure Health Quest Systems, Inc. and its affiliates (“HQ”) compliance with the Health Insurance Portability and Accountability Act (“HIPAA”) in providing an individual the right to request restrictions regarding the uses and disclosures of their Protected Health Information (“PHI”).

POLICY:
It is the policy of HQ to permit individuals the right to request that HQ restrict the uses and disclosures of PHI about the individual to carry out treatment, payment or health care operations; and disclosures related to involvement in an individual’s care set forth in 45 CFR 164.510(b). HQ is not required to agree to a restriction unless it involves a disclosure to a health plan in circumstances where the disclosure is for the purpose of carrying out payment or health care operations and is not otherwise required by law; and the PHI pertains solely to a health care item or service for which the individual, or person other than the health plan on behalf of the individual, has paid the covered entity in full.

DEFINITIONS: See HIPAA Glossary

ENFORCEMENT:
All individuals whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate remedial and/or disciplinary action, up to and including termination of any employment or other relationship, in accordance with this policy.

REFERENCES:
45 CFR § 164.522
45 CFR 164.510(b)

POLICY HISTORY:
Supersedes: 2/27/14
Original Implementation Date: 4/15/03
Date Reviewed: 3/13/19, 3/24/20
Date Revised: 9/8/08, 2/10, 2/27/14, 3/13/19
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**APPROVAL:**

[Signature]

W.A. McNulty by [Signature] 3.31.20

Policy Owner  Date