**PURPOSE:**
To afford patients the right to access medical and health information about themselves that is contained in the Designated Record Set.

**POLICY:**
It is the policy of Health Quest Systems, Inc. and its affiliates (“HQ”) to provide patients, unless excepted by law, with the right to access, inspect, and obtain a copy of their protected health information (“PHI”) contained in their Designated Record Set, in a timely manner, for as long as HQ maintains such information in a Designated Record Set. With limited exceptions, the HIPAA Privacy Rule gives individuals the right to access, upon request, the medical and health information about them in one or more Designated Record Sets that are maintained by or for the individuals’ health care providers.

**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, Section 164.524

**POLICY HISTORY:**
Supersedes: 2/27/14
Original Implementation Date: 2/27/14
Date Reviewed: 3/13/19, 3/24/20
Date Revised: 2/27/14, 3/13/19, 3/24/20

**APPROVAL:**

| ☒ Health Quest Systems, Inc. | ☒ Northern Dutchess Hospital | ☐ Putnam Hospital Center |
| ☒ Sharon Hospital | ☒ Vassar Brothers Medical Center | ☐ Heart Center |
| ☒ HQ Home Care | ☒ HQ Medical Practice | ☐ Sharon Hospital Medical Practice |
| ☒ Thompson House | | |
| ☒ Other HQ Entities Not Listed Above | | |