PURPOSE:
To identify the necessary elements of a patient authorization allowing the use, access and disclosure of a patient’s protected health information (“PHI”) for research purposes in accordance with the HIPAA Privacy Rule. The authorization may be appended to the back of the informed consent to participate in the research. (See HQ Research Authorization Form, if applicable).

POLICY:
It is the policy of Health Quest and its affiliates (“HQ”) to require patients who participate in a research study to sign an authorization for the use, access or disclosure of the patient’s PHI described in the authorization for purposes of the research and to the recipients stated in the authorization, unless the authorization requirement is waived or altered by the Institutional Review Board (“IRB”) or the research is a review of records preparatory to research or research on decedents’ information with required representations by the researcher. See HQ 5.2.13 Validation of Authorization Policy. The HQ Office of Research and Analytics will maintain all research authorizations. Only the minimum necessary information is to be utilized during research studies.

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, Parts 160 and 164

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:
[Signature]
Policy Owner Date