

**TITLE: Release of Information**

Category: Privacy	
Original Effective Date: June 11, 2008 Revision Date:	Review Date:

Each Participant must have established internal policies for handling requests for and disclosures of, health information pertaining to ACCEL patients. Requests for release of information may take several forms: 1. By patient or personal representative 2. By public authorities or as required by law (court order, subpoena, search warrant, public health purposes, reporting of communicable diseases, reporting of abuse, neglect or domestic violence).

Request for release of information must go to the Participant where the patient sought services. Request for release of information must be made in writing to the Participant.

Participants shall:

1. Maintain the formal documentation of the request
2. Insure necessary authorizations for release are in place
3. Respond within the timeframe established by California law, generally within 15 days.