“Patient HIPAA Privacy Rights”

Vanderbilt University Medical Center (VUMC) is committed to supporting and protecting the rights patients with regard to their health information. Patients expect their personal health information to be accurate, secure, and confidential.

What You Need to Know About Patient HIPAA Privacy Rights:

1. The right to look at your health information and/or get a paper or electronic copy of it.
   - Patients have the right to read and review their health information. Access can be requested at any time. Patients have the right to get a paper or electronic copy of their health information in a timely manner according to your state and/or federal laws. **Rather than provide electronic copies from your clinic refer the patient to the Center for Health Information Management (Medical Records).**

2. The right to ask for amendments to your health information.
   - Patients have the right to ask for amendments to health information when they think it is incorrect or incomplete. It is up to the healthcare provider whether or not the requested change will be made to the health record. The provider must notify the patient of the decision in writing. Written request for changes will be kept with the health record. **Refer patients who request amendments to the VUMC Privacy Office.**

3. The right to know how your health information is used or shared and who has received it.
   - Patients have the right to a written explanation of how their health information is used. This is noted in the Notice of Privacy Practices (NPP). VUMC must give each patient a copy of the Notice of Privacy Practices that describes the possible uses and releases of their health information. **Refer patients to the VUMC Privacy Office for Accounting of Disclosures.**

4. The right to expect your health information is private and secure.
   - Patients have the right to expect their health information will be protected and kept secure from people who should not have it and their health information is kept secure when it is shared between healthcare providers. **This is VUMC’s promise!**

5. The right to be informed about privacy and security breaches to your health information.
   - Patients have the right to expect VUMC will hold staff responsible for any illegal access, use, or release of their health information. As required by law, patients have the right to expect that any illegal use of their health information will be investigated and that VUMC will notify the patient and given information on what was accessed, used or disclosed. **Breach notification will be completed with assistance from the VUMC Privacy Office.**

6. The right to file a complaint or report a violation regarding your health information.
   - Patients have the right to file a complaint if they think their health information is not being handled correctly. Patients have a right to expect a timely response. Complaints may be filed with:
     - Office of Patient Relations: (615) 322-6154
     - The Privacy Office Privacy.Office@vanderbilt.edu or (615) 936-3594
     - Anonymous Confidential Hotline 1-866-783-2287
     - Office of Civil Rights, Region IV, DHHS
       Atlanta Federal Center
       61 Forsyth St. SW, Suite 3B70
       Atlanta, GA 30323