
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-HIM-0004</b>
		Issue Date:
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Section / Department
Policy Title: <b>POLICY ON RELEASE OF INFORMATION TO A THIRD PARTY</b>		<b>HEALTH INFORMATION MANAGEMENT SECTION</b>
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Prepared By:  <b>Frederick C. Dacanay</b> OIC, Health Information Management	Reviewed By:  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator	Approved by:  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director

**OBJECTIVE:** To keep the confidentiality of the patient's records and to safeguard the fundamental human right of every individual to privacy while ensuring free flow of information for innovation, growth, and national development.

**COVERAGE:** All Departments / Sections and other agencies

**RESPONSIBILITY:**

It shall be the responsibility of the **Insurance Agents, Authorized member or representative of the PNP, NBI agents, Employee, Attorneys Employees** and any investigating agents. To secure photocopies of patient's medical records / information from the Medical Records Office certified by the medical Records Officer provided that it is being requested by a Subpoena Duces Tecum.

**POLICY:** This policy shall ensure confidentiality and security of records.

**PROCEDURES:**

- I. Lawyers – Lawyers may review complete medical records after submitting a written authorization from the patient. The authorization should be signed by the lawyer, dated and filed with Health Information Management.
- II. Employees – No medical information concerning a patient may be given to an employee without written authorization from the patient. This applies to telephone calls as well as written requests.
- III. Insurance Agents – Insurance agents may examine complete medical records. The written authorization of the patient also be signed by the agent, dated and filed with the Health Information Management. A Carbon Copy of the abstract should be signed by him/ representative and filed in the Medical Records.
- IV. NBI, PNP and any investigating government agents may examine completed medical records after presenting a written authorization from the patient.
- V. Charges will be made for medical abstract or discharge summaries of all medical records except to the patient's physician, social services and attorneys representing the hospital.

**Date of Implementation**  
1978

**Date Reviewed:**  
2003, July 2018, August 2022