NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE

SUBJECT: REVOCATION OF AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION

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ORIGINAL DATE: 03/04/04

REVIEW/REVISE DATE: 6/7/07, 4/15/10, 3/21/13

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APPROVAL	Cody L. Phinney	, Agency Director	

## I. PURPOSE

To ensure that a consumer may revoke an authorization for use or disclosure of Protected Health Information (PHI).

# II. POLICY

NNAMHS consumers may revoke an authorization at any time except to the extent that action has been taken in reliance on the authorization. Upon receipt of a revocation, NNAMHS will stop processing the information for use or disclosure to the greatest extent practicable.

#### III. REFERENCES

1. 42CFR.164.508

## IV. DEFINITIONS

1. Revoke: Cancel, void, rescind, no longer effective.

## IV. PROCEDURE

- 1. All revocations will be processed by Health Information Services staff only.
- A MR 152 Revocation of Authorization will be used to revoke an authorization to disclose PHI; or, the revocation box on the back of the MR 150 Authorization for Use or Disclosure of Health Information may be used
- 3. A MR 152 will be filed in the medical record on top of the authorization to be revoked.
- 4. "Revoked" will be written in red and a line will be drawn through the front of the revoked authorization.
- Staff will review the back of each MR 150 Authorization for Use or Disclosure of Health Information prior to releasing information, to make sure the authorization has not been revoked.
- 6. To reinstate a revoked authorization, a new MR 150 Authorization for Use or Disclosure of Health Information must be completed.