

Approved

currentcare

POLICY AND PROCEDURE

<p>Subject: Consumer Revocation of Authorization for Enrollment and Provider/or Provider Organization Access in currentcare</p>	<p>Related Policies: Patient Authorization, Enrollment, Uniform Patient Authorization Form, Revocation of Authorization: Patient Enrollment; Revocation of Authorization: Provider or Provider Organization Access Form</p>
<p>Stakeholder Group: Steering Committee</p>	<p>Submission Date: October 23, 2008 (approved)</p>
<p>Target Implementation Date: October 2008</p>	<p>Date of Scheduled Review: TBD</p>

BRIEF DEFINITION: The **currentcare** Revocation of Authorization Policy and Procedure describes consumers’ choice to revoke authorization and terminate participation in **currentcare**, the process for terminating such enrollment, as well as terminating a Provider or Provider Organization’s access to health information.

BACKGROUND AND PURPOSE: The intent of the **currentcare** Revocation of Authorization for Enrollment and Provider or Provider Organization Access Policy is to articulate the underlying principles and guidance by which **currentcare** will obtain authorization from enrollees to terminate participation in **currentcare** and/or a provider or provider organization’s access to health information through **currentcare**.

Responsibility:

The entity responsible for assuring policy compliance:

- RIQI acting in its capacity as the RI RHIO: RIQI Data Manager, Enrollment Specialists/Assistants

POLICY FOR REVOCATION OF AUTHORIZATION: PATIENT ENROLLMENT

1. **Consumer (patient) participation in currentcare is voluntary and may be terminated at any time.** All consumers have a right to terminate their enrollment in **currentcare** and may revoke authorization to participate at any time.
2. **To revoke authorization and terminate participation in currentcare, a consumer must complete a Revocation of Authorization: Patient Enrollment Form (attached hereto).** This form must be completed and signed by the consumer for it to be valid. Further, the patient/consumer’s identity must be authenticated by a health care provider/facility. If a patient/consumer does not sign the form at a healthcare provider/facility, then the consumer must have his or her signature notarized. The RHIO will not deactivate a patient enrollment profile until a valid Revocation of Authorization: Patient Enrollment Form is in the possession of the RHIO and recorded in the

currentcare health information exchange system. Consumer-oriented educational materials are available to explain the revocation process.

3. **When a consumer revokes authorization and terminates enrollment in currentcare, the consumer's health information will no longer be released to health care providers and will not be available in an emergency circumstance or any other unanticipated health event.**
4. **Termination from currentcare will become active as soon as the Revocation of Authorization: Patient Enrollment Form is received by currentcare with a valid signature and authentication and is recorded in the currentcare health information system.**
5. **The revocation of a patient's authorization will not affect previous disclosures or access to the patient's health information while the patient's authorization and enrollment in currentcare was in effect.**

POLICY FOR REVOCATION OF AUTHORIZATION: PROVIDER ORGANIZATION ACCESS

1. **A consumer (patient) may revoke authorization of a provider or provider organization to access the consumer's health information through currentcare at any time.**
2. **To revoke authorization for a provider or provider organization to access health information through currentcare, a consumer must complete a Revocation of Authorization: Provider or Provider Organization Access Form (attached hereto).** This form must be completed and signed by the consumer for it to be valid. Further, the patient/consumer's identity must be authenticated by a health care provider/facility. If a patient/consumer does not sign the form at a health care provider/facility, then the consumer must have his or her signature notarized. The RHIO will not deactivate a provider organization's access to a consumer's health information through **currentcare** until a valid Revocation of Authorization: Provider Organization Access Form is in the possession of the RHIO and recorded in the **currentcare** health information exchange system.
3. **When a consumer revokes authorization for a provider or provider organization to access a consumer's health information through currentcare, that provider or provider organization will no longer have access to the consumer's health information through currentcare except in an emergency circumstance or any other unanticipated health event.**
4. **Revocation of authorization for provider or provider organization access will become active as soon as the Revocation of Authorization: Provider or Provider Organization Access Form is received with a valid signature of the consumer and is recorded in the currentcare health information exchange system.**
5. **The revocation of authorization for provider or provider organization access will not affect previous disclosures or access to the patient's health information while the patient's authorization for that provider organization was in effect.**

PROCEDURE

I. Revocation of Authorization: Patient Enrollment

A. Overview

Consumers will have the opportunity to revoke authorization to participate in **currentcare**.

1. The consumer may call **currentcare's** information line at (888) 858-4815.
2. A **currentcare** representative will forward a Revocation of Authorization: Patient Enrollment Form to the consumer via first-class mail or the consumer may access [..\Form Letters & Emails\Revocation of Authorization Enrollment Form.docx](#) to obtain the form.
3. When the form is received, and it is confirmed that it is properly completed and signed, the Enrollment Specialist/Assistant or Data Manager will deactivate the consumer from the database.
4. The consumer will receive a confirmation letter/email confirming the termination of enrollment.
5. The administrative documents relating to the consumer will be securely filed.

II. Revocation of Authorization: Provider or Provider Organization Access

A. Overview

Consumers will have the opportunity to revoke authorization for providers or provider organizations to have access to health information through **currentcare**.

1. The consumer may call **currentcare's** information line at (888) 858-4815.
2. A **currentcare** representative will forward a Revocation of Authorization: Provider or Provider Organization Access form to the consumer via first-class mail or the consumer may access [..\Form Letters & Emails\Revocation of Authorization: Provider Organization Access.docx](#) to obtain the form.
3. When the form is received and it is confirmed that it is properly completed and signed, the Enrollment Specialist/Assistant or Data Manager will deactivate the provider or provider organization from having access to the database.
4. The consumer will receive a confirmation letter/email confirming the deactivation of the provider or provider organization from access to the consumer's health information through **currentcare**.
5. The administrative documents relating to the consumer will be securely filed.