

A Message from the Compliance Department: Employees Accessing Their Own Medical Record

If your job duties require access to Patient Electronic Medical Records, use your work access ONLY for work related purposes.

Failure to do so, may result in disciplinary action.

DO

- ✓ Use the **Patient Portal** to access your own medical record
- ✓ Use the **Patient Portal** to view the medical records of a family member or other individuals for whom you are a legal guardian or representative. For example:
 - Use the **Patient Portal** to look up your minor child's next appointment.
 - If a family member has designated you as a **Patient Portal** proxy, you may use the **Patient Portal** to access the family member's health information.
- ✓ Use your work access to view the medical records of a family member or other relative or friend.
Only If Access Is Necessary To Do Your Job (example: direct patient care or patient registration).

DO NOT

- ✗ Use your work access to view your own medical records
- ✗ Use your work access to view the medical records of your minor child or other individual for whom you are the legal guardian or representative.
- ✗ Use your work access to view the medical records of a family member or other relative or friend, if access is **NOT** necessary to do your job, **even if the individual asks you to do so.**

Before Accessing A Patient Record, ask yourself: "Which hat am I wearing?"

You may access records through the same mechanisms available to all other HUH patients and their representatives such as the **Patient Portal**.



You may access records for work related purposes only.

Source: UCONN Privacy Office: Employees Accessing Their Own or A Family Member's Medical Record

Do you have a compliance or privacy concern?

Contact the Compliance Department by emailing HUH_Compliance@huhosp.org, or calling (202) 865-5266
If you would like to make anonymous report, please call the **Hotline at (800) 654-0323**