

## **Patient Access to Health Information**

### ***General Policy***

It is our policy to respond to information requests in a professional and timely manner. We maintain patient information in our billing records that is sometimes needed in addition to medical records contained in our client's charts. When the proper authorization is received and documented the information is disclosed without delay.

### ***Procedure***

An individual will be allowed access to pertinent health information from our billing records in accordance with the following guidelines:

- A written request must be received along with a signed authorization from the patient, guardian, or next-of-kin.
- Requests and resulting actions must be noted in the patient's account.
- Requested information must be disclosed to the requesting party within 30 days of authorization.

## **Patient Amendment to Health Information**

### ***General Policy***

MBA Medical Billing Services, Inc does not respond directly to HIPAA-based requests for amendment of records by individuals. We maintain the information in our billing records in congruence to the records maintained by our clients. Under HIPAA Rule our organization is not required to amend such information as directly requested by the patient.

### ***Definitions***

***Amendment*** – To add information to an existing record that either provides additional information, clarifies or corrects existing information, or provides an alternative view with respect to information that we have compiled about a patient.

### ***Procedure***

- All individuals requesting amendment should be instructed to contact our client's (their provider's) office.
- If we are informed by our client, in writing, of an amendment to a billing record we will carry out the request without delay.
- All amendments are to be documented within the appropriate account in our billing system.

# Medical Billing Policy Manual

**Puja Mehta**



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