

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 8-3-2009
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Policy Statement

Bethany Life Communities shall respect the right of a resident, or the resident's personal representative, to access all records pertaining to the resident, including the resident's current clinical records, upon oral or written request, within 24 hours (excluding weekends and holidays) after making such a request. Bethany Life Communities shall permit the resident, or the resident's personal representative, to purchase photocopies of all or a portion of the resident's record upon request within 2 working days advance notice to the organization. Bethany Life Communities may assess a charge for photocopies of the resident's records not to exceed its standard charges for photocopies.

Policy Interpretation and Implementation

1. Residents have the right of access to inspect and obtain copies of their protected health information for as long as Bethany Life Communities maintains such information. The term "designated record set" means a group of records maintained by or for Bethany Life Communities that is:
 - a. resident's clinical record, personal records, and financial records; or
 - b. used, in whole or in part, by the organization to make decisions about the resident.

The designated record set does not include information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding; or to other PHI prohibited from access by law.
2. Bethany Life Communities shall provide a resident, or the resident's personal representative, access to inspect and copy the resident's PHI contained in a designated record set. If duplicate PHI is maintained in more than one designated record set or at more than one location, Bethany Life Communities needs only to produce the PHI once in response to a request for access.
3. Bethany Life Communities shall provide the resident, or the resident's personal representative, with access to the resident's PHI in the form or format requested by the individual, if it is readily producible in such form or format; or, if not, in a readable hard copy form or such other form or format as agreed to by Bethany Life Communities and the individual.
4. Bethany Life Communities shall arrange with the resident, or the resident's personal representative, for a convenient time and place to inspect or obtain a copy of the resident's PHI, or, at the request of the individual, mail a copy of the PHI to the individual.
5. If the resident, or the resident's personal representative, requests a copy of the resident's PHI, Bethany Life Communities may impose a reasonable, cost-based fee, provided that the fee includes only the cost of: (a) copying, including the cost of supplies and labor; and (b) postage, when the individual has requested the information be mailed.
6. The following charges will be assessed for copying services:
 - a. Per page fee \$ 0.10

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- b. Postage fee -whatever is required by the US Postal Service based on class and weight
 - c. Labor fee - \$10.00 per hour or any part of any hour
7. Inquiries concerning the inspection and copying of protected health information should be referred to the HIPAA Compliance Officer or to the CEO/President.