



**ColumbiaDoctors**  
*The Physicians and Surgeons  
of Columbia University*

Faculty Practice  
Organization  
Policy No.

**Policy Title: Workforce Member Access to Their Own Electronic Protected Health Information (“ePHI”)**

**Original Date of Issue:** January 2020

<b>Reviewed Date/s:</b>	January 2020	March 2020				
<b>Revised Date/s:</b>	January 2020	March 2020				

**PURPOSE:**

This policy provides guidelines for the appropriate access of Protected Health Information (“PHI”) that is stored, managed, and/or maintained in the EHR including systems/applications and the business record (“EHR”).

**POLICY STATEMENT:**

In accordance with the Minimum Necessary requirements of the HIPAA Privacy Rule, Workforce Members should only access the Electronic Health Record (EHR) to perform their assigned clinical or business tasks to fulfill their specific job duties and assignments.

**APPLICABILITY:**

This policy applies to employees, faculty, medical staff, volunteers, students, vendors, and other persons performing work for or on behalf of NewYork-Presbyterian, Weill Cornell Medicine and Columbia University.

To protect the privacy, confidentiality, and integrity of the medical record, Workforce Members should only access the EHR to perform their assigned clinical or business tasks to fulfill their specific job duties and assignments.

If impermissible access is confirmed, the Workforce Member may be subject to disciplinary action in accordance with each organization’s respective discipline and/or sanction policy for privacy violations. If this access results in the compromise of PHI, actions will be taken based on regulatory requirements.

Workforce Members may access their health information using the secure patient portal or by contacting the appropriate Health Information Management (HIM) / Release of Information (ROI) Department. Use the link found below to access your health information via the patient portal.

Patient Portal information: <https://www.myconnectnyc.org/MyChart/>

### **Responsibility:**

It is the responsibility of Workforce Members who have been granted access to the EHR to comply with this policy.

### **DEFINITIONS:**

**Access** – Access to medical information is guaranteed under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Access means the right to examine and copy medical records. As a workforce member, you have the right to access your own medical information via the portal or by written request through HIM/ROI in accordance with this policy.

**Electronic Health Record** - An electronic health record (EHR) is a digital version of a patient's medical paper chart, including all systems and applications that store, manage, process, use, transfer, or maintain PHI.

**Workforce Member** - employees, faculty, medical staff, volunteers, students, vendors and other individuals at or affiliated with one of the entities, whose work is under the direct control of one of the entities regardless of whether they are paid by one of the entities.

### **REFERENCES:**

### **RESPONSIBILITY:**

Privacy Officers of NewYork-Presbyterian, Weill Cornell Medicine and Columbia University

### **RELATED POLICIES & PROCEDURES:**

Code of Conduct

Notice of Privacy Practices

Sanction Policy

Minimum Necessary

Health Information Management – Patient Access

Training

Respective Institutions Privacy and Security Policies

**REVIEWED/APPROVED BY:**

HIPAA Compliance Policies are reviewed by the Privacy and Information Security Workgroup and Approved by the Administrative Policy Library