

## STANDARD ADMINISTRATIVE PROCEDURE

### 16.01.02.M0.11 Request for Protected Health Information

*Approved April 27, 2020*

*Revised April 17, 2026*

*Next scheduled review: April 17, 2031*

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#### SAP Statement

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This standard administrative procedure applies to the Texas A&M University (TAMU) components that have been designated as a TAMU HIPAA Health Care Component (TAMU HIPAA HCC) in Standard Administrative Procedure 16.01.02.M0.01, *Designation as a Hybrid Entity*.

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#### Definitions

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#### Official Procedure

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##### 1. GENERAL

To allow for outlining the responsibilities for Protected Health Information (PHI) related requests that come to the TAMU HIPAA HCC, any request that does not fall within the operational jurisdiction of the TAMU HIPAA HCC should be referred to the TAMU Privacy Officer.

##### 2. RESPONSIBILITIES

2.1. The TAMU HIPAA HCC Privacy Contact of each site is responsible and accountable for the following requests.

2.1.1. Authorization for Release of PHI.

2.1.2. Access to PHI – to inspect/copy/review.

2.1.3. Requests for Other Alternative Means of Communicating (e.g. – different address, e-mail, etc.).

- 2.1.4. Authorization to Revoke the Release of PHI.
- 2.1.5. Accounting of Disclosures.
- 2.1.6. Request to Amend Protected Health Information.
- 2.2. The TAMU Privacy Officer is responsible and accountable for the following.
  - 2.2.1. Denial of a Request to Amend PHI.
  - 2.2.2. Request to Restrict Uses of PHI.
  - 2.2.3. Request for Review of a Denied Request for Access to PHI.
  - 2.2.4. Patient's Request for Additional Privacy Protection.
  - 2.2.5. Complaints.
- 3. VIOLATIONS

The TAMU Privacy Officer has general responsibility for implementation of this procedure. Employees who violate this procedure will be subject to disciplinary action up to and including termination of employment. Anyone who knows or has reason to believe that another person has violated this procedure should report the matter promptly to their supervisor and the TAMU Privacy Officer. All reported matters will be investigated and, where appropriate, steps will be taken to remedy the situation. Where possible, every effort will be made to handle the reported matter confidentially. Any attempt to retaliate against a person for reporting a violation of this procedure will itself be considered a violation of this procedure that may result in disciplinary action up to and including termination of employment.

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### Contact Office

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