Accessing Your Own Protected Health Information

Employees, who are also patients, of the University of Chicago Medicine and who have job-related access to the Epic medical record are permitted to view and print their own health information. Faculty or staff who access their own record may not edit, add or make changes to any of their information; including but not limited to entering, adding or deleting demographic/registration information, scheduling, changing, cancelling, or checking in/out appointments and/or entering any notations within the health record. When accessing your own medical record, select the reason “My Health Information” when prompted by ‘Break-the-Glass (BTG)’. If you do not encounter BTG on your record, contact the Privacy Program at 773-834-9716.

Access to any other medical record must be for a job related reason. Under Policy A02-02, Release of Patient Medical Information and Emergency Release, employees are prohibited from accessing the patient medical records of his/her spouse, partner, child, family member or friend. This personal access is strictly limited to the employee's own health information.

Employees designated as legal guardians or personal representatives (i.e. parent for a minor, adult son/daughter for an elderly parent) should complete a Request and Authorization to Copy Health Information form and submit this to the Health Information Management (HIM) Department (Medical Records) for the information or can request proxy access to the patient’s My Chart.

In the very rare circumstance where an employee's job requires him/her to access and/or copy the medical information of family members, a co-worker, or other personally known individuals, then he/she may do so only to the extent necessary to perform his/her job. Employees should report the situation to their supervisor prior to accessing the record. The supervisor will determine whether to assign a different employee to complete the task involving the specific patient.

Employees who violate this are subject to disciplinary action, up to and including termination, in accordance with the applicable UCMC, BSD, Medical Staff, or University policies.

Any questions/comments/concerns please feel free to reach out to the Privacy Program at:

773-834-9716 or hpo@bsd.uchicago.edu