1.0 PURPOSE

The purpose of this policy is to guide the employees of the University Hospitals and Clinics (UHC) in the appropriate steps to be taken to ensure that the patient’s rights concerning the facility’s public directory are met.

2.0 SCOPE

The Disclosure of Protected Health Information (PHI) through the Facility Directory Policy applies to any University of Mississippi Medical Center (UMMC) employee responsible for handling patient’s requests concerning inclusion in the facility directory.

3.0 STANDARDS

It is the policy of UHC to give patient’s, upon admission to the hospital as inpatients, the opportunity to object to being included in the facility’s public directory. For this policy, patients who, based on a physician’s professional judgement, do not have the mental and/or physical power to act for his/herself, should be considered incapacitated.

3.1 For patients who are admitted in other than emergent or incapacitated states and who object to being included into the directory should complete a request not to be included in the directory.

3.2 For patients who present with a true emergency or who are incapacitated, UHC will include the patient in the facility’s public directory if:

- The patient has been admitted before and to the knowledge of UHC has never objected to being included in the directory; or

- The inclusion of the patient in the facility’s public directory is considered to be in the individual’s best interest based on professional judgement.
UHC personnel will inform the individual that he/she has been placed in the facility’s directory and allow him/her to agree to or object to the inclusion, after the patient’s condition makes it practicable to do so.

4.0 CONTACT INFORMATION

For questions about the Disclosure of PHI through the Facility Directory Policy or for more information, call the Office of Integrity and Compliance at 815-3944.