



Title: Patient's Right to Request Confidential Communications	Policy Number: 2022-18
Monitoring Plan: annually	Original and Review Dates: 7.29.22
	Revision Dates:

POLICY:

1. All patients have the right to request to receive confidential communications by alternative means or at an alternative address.
2. Mimir Psychiatry will accommodate reasonable requests by patients to receive confidential communications.
3. Requests for confidential communications must be made in writing to the Privacy Officer or Designee.
4. Patients are not required to provide Mimir Psychiatry with an explanation for the request for confidential communications as a condition of providing confidential communications.
5. Mimir Psychiatry may refuse to grant a request for confidential communication if the patient refuses to specify an alternate address or method of contact or refuses to provide information as to how payment, if any, will be handled.
6. Requests for confidential communication will be maintained for a period of six (6) years, except that if the request is made part of the patient's medical record, it shall be retained for seven (7) years.

PROCEDURES:

1. Requests for confidential communication are to be made in writing to Privacy Officer or Designee.
2. Staff notates the EMR accordingly and scans approved written request into the patient's electronic record in the documents center of the patient's chart.

References:

1. [Summary of the HIPAA Privacy Rule | HHS.gov](#)

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