**1.7 Release of Information POLICY**

**Purpose:** To delineate guidelines for ensuring the confidentiality and the release of patient information.

**Policy:** It is the policy of the company that all patient information, including patient identifiable data, remains confidential and private. All company staff shall be informed upon hire regarding the confidentiality and the release of patient information as provided in the SOP manual.

All Patient information shall only be disclosed or released in the following circumstance:

1. If the patient, guardian, executor or other legally authorized person has requested in writing that the information be released to a specific person, entity or company;
2. In compliance with a subpoena, judicial order or applicable law, rule and/or regulation;
3. To process a claim for insurance, including Medicare or Medicaid, if authorized by the patient, guardian, executor or other legally authorized person;
4. To Department staff in the performance of their duties and/or while conducting inspection, audit and/or investigation; and
5. To affect the transfer of the patient to another health care professional receiving the patient.