

## 2605 CONFIDENTIALITY OF RECORDS INVOLVING PROFESSIONAL LIABILITY CLAIMS

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Effective: December 1986  
Revised: May 2006  
Last Reviewed: April 2016  
Resp. Office: Risk Management & Insurance  
Approval: Risk Management & Insurance

### PURPOSE

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The Office of Risk Management & Insurance handles all professional liability claims not handled by the Office of General Counsel. The purpose of this policy is to maintain the confidentiality of patient information and to control the dissemination of records for such claims.

### POLICY

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1. Upon receipt of any professional liability claim to be handled by the Office of Risk Management & Insurance, all pertinent medical records are to be sequestered immediately by the medical records office of the affected department/school.
2. The sequestered records are not to be released to parties outside the University without the prior approval of the Office of Risk Management & Insurance in consultation with the Office of General Counsel.
3. Copies of all such records are to be transmitted to the Office of Risk Management & Insurance or the Office of the General Counsel upon request.