



HIPAA Representative FAQ

We have prepared this patient education document to explain the role of a HIPAA Representative and how a patient can designate someone for this purpose. If you have other questions, please contact either our Main Clinic Business Office at 815-632-5328 or the hospital's Health Information Department at 815-625-0400, ext. 5566.

What is a HIPAA Representative?

A HIPAA Representative is a person named by a patient granting authority to have access to the patient's Protected Health Information (PHI). The HIPAA Representative designation was created in response to requests by patients that they have a way to document family members or friends who are involved in caring for or facilitating the patient's care.

What are some of the rights of a HIPAA Representative?

- Access to Medical Records and to pick up Medical Records on the patient's behalf
- Discuss financial information on the patient's account
- Make appointments or cancel appointments for the patient
- Speak with Clinical staff regarding the patient's health status

Is there a form that need to be completed and signed?

Yes. The HIPAA Representative form must be completed and signed by the patient. The form must be signed in person with a CGH employee as a witness.

Where do I go to sign the HIPAA Representative form?

Forms can be completed and signed at either the Clinic Business Office or any of our satellite clinics. Forms can also be completed at the hospital's Health Information Department.

Does a HIPAA Representative have access to all of the patient's medical records?

Yes. However, the patient has the option of indicating on the HIPAA Representative form to limit the amount of information for specific purposes that is provided to the HIPAA Representative.

Does the designated HIPAA Representative have authority for the patient's health care decisions?

No. Only a legal representative such as a Guardian or Power of Attorney would have legal authority to act on behalf of an adult patient or a minor patient to make health care decisions.