Scope
This policy applies to the College of Dentistry’s policy on how COD employees can access patient records in the Oral Health Information System.

Policy
Access to the College of Dentistry PHI data through the Oral Health Information System is granted to all faculty, staff and students based on the following.

1. All faculty, staff and students at the University of Iowa College of Dentistry must have a valid axium ID and password to access the Oral health information System.

2. All faculty, staff and students are able to access electronic health records for all patients registered at the College. The decision to allow all College of Dentistry faculty, staff and students access to all patient records was made following discussions among Clinic Administration, faculty and staff confirming that restricting access would make day to day clinic operations and providing patient care extremely difficult based on the clerkship model that is used at the College.

3. All faculty, staff and students should only access patient records that they have a clinical, academic or research purpose to view. The minimal necessary rule applies to read/write and creation of PHI data.

4. Adjunct faculty who refer patients from their private practice cannot lookup that patient’s record in the College of Dentistry’s OHIS system to review the status of the referral. The adjunct must go through proper protocol to request feedback from the referral.

Resources