



# UAMS

**"Confidentiality is everyone's job,  
not everyone's business."**

HIPAA Office, September 19, 2005

## DID YOU KNOW?

All policies are found in the Admin Guide at <http://uams.edu/AdminGuide/index.html> and will be referenced by their policy number. They can also be found conveniently listed at [HIPAA.UAMS.EDU](http://HIPAA.UAMS.EDU).

Today's topic: **Photos - When do I need an authorization?**

[UAMS policies 3.1.31 \(De-Identification\)](#) and [3.1.28 \(Use and Disclosure of PHI\)](#)

**Who does it apply to?** All UAMS Workforce members

**Did you know** that photos and video/audio recordings of patients are Protected Health Information (PHI), and therefore, the same HIPAA rules and confidentiality requirements apply as with any other part of the medical record?

**Signed authorization forms are not required for the following:**

- The photographs/recordings will be used for teaching/training programs **conducted by UAMS** at UAMS or a UAMS-affiliated site "in which students, trainees, or practitioners in areas of health care learn **under supervision** to practice or improve their skills as health care providers," or for UAMS' "training of non-health care professionals"
- **However**, you may want to **obtain an Authorization** at the time of the photo/recording if there is any likelihood that **(a)** you might use the photo/recording for outside seminars/conferences/publications in the future, and **(b)** you cannot, or would not want to, de-identify it for such a future use.

**All other presentations, conferences, etc., whether conducted by or at UAMS or not, require the use of the appropriate HIPAA authorization.**

### **When in doubt obtain a HIPAA Authorization!**

Click on the links below to download photo and audio/video HIPAA authorization forms and the HIPAA Photo Reference Tool:

- [UAMS Office of Communications HIPAA Authorization to Allow Access to Patients and to Release Patient Information](#)
- [Authorization for Disclosure of Patient Photographs or Video/Audio Recordings](#)
- [HIPAA Photo Reference Tool](#)

Call the HIPAA Office at 603-1379 with any questions. Is there a topic you'd like to see covered? Email us at [HIPAA@UAMS.EDU](mailto:HIPAA@UAMS.EDU)