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SENATE BILL NO. 639

Offered January 19, 2010

A *BILL to amend and reenact § 32.1-127.1:03 of the Code of Virginia, relating to penalty for not providing health records in a timely manner.*

Patron—McEachin

Referred to Committee on Education and Health

Be it enacted by the General Assembly of Virginia:**1. That § 32.1-127.1:03 of the Code of Virginia is amended and reenacted as follows:**

§ 32.1-127.1:03. Health records privacy.

A. There is hereby recognized an individual's right of privacy in the content of his health records. Health records are the property of the health care entity maintaining them, and, except when permitted or required by this section or by other provisions of state law, no health care entity, or other person working in a health care setting, may disclose an individual's health records.

Pursuant to this subsection:

1. Health care entities shall disclose health records to the individual who is the subject of the health record, except as provided in subsections E and F of this section and subsection B of § 8.01-413.

2. Health records shall not be removed from the premises where they are maintained without the approval of the health care entity that maintains such health records, except in accordance with a court order or subpoena consistent with subsection C of § 8.01-413 or with this section or in accordance with the regulations relating to change of ownership of health records promulgated by a health regulatory board established in Title 54.1.

3. No person to whom health records are disclosed shall redisclose or otherwise reveal the health records of an individual, beyond the purpose for which such disclosure was made, without first obtaining the individual's specific authorization to such redisclosure. This redisclosure prohibition shall not, however, prevent (i) any health care entity that receives health records from another health care entity from making subsequent disclosures as permitted under this section and the federal Department of Health and Human Services regulations relating to privacy of the electronic transmission of data and protected health information promulgated by the United States Department of Health and Human Services as required by the Health Insurance Portability and Accountability Act (HIPAA) (42 U.S.C. § 1320d et seq.) or (ii) any health care entity from furnishing health records and aggregate or other data, from which individually identifying prescription information has been removed, encoded or encrypted, to qualified researchers, including, but not limited to, pharmaceutical manufacturers and their agents or contractors, for purposes of clinical, pharmaco-epidemiological, pharmaco-economic, or other health services research.

B. As used in this section:

"Agent" means a person who has been appointed as an individual's agent under a power of attorney for health care or an advance directive under the Health Care Decisions Act (§ 54.1-2981 et seq.).

"Certification" means a written representation that is delivered by hand, by first-class mail, by overnight delivery service, or by facsimile if the sender obtains a facsimile-machine-generated confirmation reflecting that all facsimile pages were successfully transmitted.

"Guardian" means a court-appointed guardian of the person.

"Health care clearinghouse" means, consistent with the definition set out in 45 C.F.R. § 160.103, a public or private entity, such as a billing service, repricing company, community health management information system or community health information system, and "value-added" networks and switches, that performs either of the following functions: (i) processes or facilitates the processing of health information received from another entity in a nonstandard format or containing nonstandard data content into standard data elements or a standard transaction; or (ii) receives a standard transaction from another entity and processes or facilitates the processing of health information into nonstandard format or nonstandard data content for the receiving entity.

"Health care entity" means any health care provider, health plan or health care clearinghouse.

"Health care provider" means those entities listed in the definition of "health care provider" in § 8.01-581.1, except that state-operated facilities shall also be considered health care providers for the purposes of this section. Health care provider shall also include all persons who are licensed, certified, registered or permitted or who hold a multistate licensure privilege issued by any of the health regulatory boards within the Department of Health Professions, except persons regulated by the Board of Funeral Directors and Embalmers or the Board of Veterinary Medicine.

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59 "Health plan" means an individual or group plan that provides, or pays the cost of, medical care.
60 "Health plan" shall include any entity included in such definition as set out in 45 C.F.R. § 160.103.

61 "Health record" means any written, printed or electronically recorded material maintained by a health
62 care entity in the course of providing health services to an individual concerning the individual and the
63 services provided. "Health record" also includes the substance of any communication made by an
64 individual to a health care entity in confidence during or in connection with the provision of health
65 services or information otherwise acquired by the health care entity about an individual in confidence
66 and in connection with the provision of health services to the individual.

67 "Health services" means, but shall not be limited to, examination, diagnosis, evaluation, treatment,
68 pharmaceuticals, aftercare, habilitation or rehabilitation and mental health therapy of any kind, as well as
69 payment or reimbursement for any such services.

70 "Individual" means a patient who is receiving or has received health services from a health care
71 entity.

72 "Individually identifying prescription information" means all prescriptions, drug orders or any other
73 prescription information that specifically identifies an individual.

74 "Parent" means a biological, adoptive or foster parent.

75 "Psychotherapy notes" means comments, recorded in any medium by a health care provider who is a
76 mental health professional, documenting or analyzing the contents of conversation during a private
77 counseling session with an individual or a group, joint, or family counseling session that are separated
78 from the rest of the individual's health record. "Psychotherapy notes" shall not include annotations
79 relating to medication and prescription monitoring, counseling session start and stop times, treatment
80 modalities and frequencies, clinical test results, or any summary of any symptoms, diagnosis, prognosis,
81 functional status, treatment plan, or the individual's progress to date.

82 C. The provisions of this section shall not apply to any of the following:

83 1. The status of and release of information governed by §§ 65.2-604 and 65.2-607 of the Virginia
84 Workers' Compensation Act;

85 2. Except where specifically provided herein, the health records of minors; or

86 3. The release of juvenile health records to a secure facility or a shelter care facility pursuant to
87 § 16.1-248.3.

88 D. Health care entities may, and, when required by other provisions of state law, shall, disclose
89 health records:

90 1. As set forth in subsection E, pursuant to the written authorization of (i) the individual or (ii) in the
91 case of a minor, (a) his custodial parent, guardian or other person authorized to consent to treatment of
92 minors pursuant to § 54.1-2969 or (b) the minor himself, if he has consented to his own treatment
93 pursuant to § 54.1-2969, or (iii) in emergency cases or situations where it is impractical to obtain an
94 individual's written authorization, pursuant to the individual's oral authorization for a health care
95 provider or health plan to discuss the individual's health records with a third party specified by the
96 individual;

97 2. In compliance with a subpoena issued in accord with subsection H, pursuant to a search warrant
98 or a grand jury subpoena, pursuant to court order upon good cause shown or in compliance with a
99 subpoena issued pursuant to subsection C of § 8.01-413. Regardless of the manner by which health
100 records relating to an individual are compelled to be disclosed pursuant to this subdivision, nothing in
101 this subdivision shall be construed to prohibit any staff or employee of a health care entity from
102 providing information about such individual to a law-enforcement officer in connection with such
103 subpoena, search warrant, or court order;

104 3. In accord with subsection F of § 8.01-399 including, but not limited to, situations where disclosure
105 is reasonably necessary to establish or collect a fee or to defend a health care entity or the health care
106 entity's employees or staff against any accusation of wrongful conduct; also as required in the course of
107 an investigation, audit, review or proceedings regarding a health care entity's conduct by a duly
108 authorized law-enforcement, licensure, accreditation, or professional review entity;

109 4. In testimony in accordance with §§ 8.01-399 and 8.01-400.2;

110 5. In compliance with the provisions of § 8.01-413;

111 6. As required or authorized by law relating to public health activities, health oversight activities,
112 serious threats to health or safety, or abuse, neglect or domestic violence, relating to contagious disease,
113 public safety, and suspected child or adult abuse reporting requirements, including, but not limited to,
114 those contained in §§ 32.1-36, 32.1-36.1, 32.1-40, 32.1-41, 32.1-127.1:04, 32.1-276.5, 32.1-283,
115 32.1-283.1, 37.2-710, 37.2-839, 53.1-40.10, 54.1-2400.6, 54.1-2400.7, 54.1-2403.3, 54.1-2506,
116 54.1-2966, 54.1-2966.1, 54.1-2967, 54.1-2968, 63.2-1509, and 63.2-1606;

117 7. Where necessary in connection with the care of the individual;

118 8. In connection with the health care entity's own health care operations or the health care operations
119 of another health care entity, as specified in 45 C.F.R. § 164.501, or in the normal course of business in
120 accordance with accepted standards of practice within the health services setting; however, the

121 maintenance, storage, and disclosure of the mass of prescription dispensing records maintained in a
 122 pharmacy registered or permitted in Virginia shall only be accomplished in compliance with
 123 §§ 54.1-3410, 54.1-3411, and 54.1-3412;

124 9. When the individual has waived his right to the privacy of the health records;

125 10. When examination and evaluation of an individual are undertaken pursuant to judicial or
 126 administrative law order, but only to the extent as required by such order;

127 11. To the guardian ad litem and any attorney representing the respondent in the course of a
 128 guardianship proceeding of an adult patient who is the respondent in a proceeding under Chapter 10
 129 (§ 37.2-1000 et seq.) of Title 37.2;

130 12. To the guardian ad litem and any attorney appointed by the court to represent an individual who
 131 is or has been a patient who is the subject of a commitment proceeding under § 19.2-169.6, 19.2-176, or
 132 19.2-177.1, Article 5 (§ 37.2-814 et seq.) of Chapter 8 of Title 37.2, Article 16 (§ 16.1-335 et seq.) of
 133 Chapter 11 of Title 16.1, or a judicial authorization for treatment proceeding pursuant to Chapter 11
 134 (§ 37.2-1100 et seq.) of Title 37.2;

135 13. To a magistrate, the court, the evaluator or examiner required under § 16.1-338, 16.1-339,
 136 16.1-342, or 37.2-815, a community services board or behavioral health authority or a designee of a
 137 community services board or behavioral health authority, or a law-enforcement officer participating in
 138 any proceeding under Article 16 (§ 16.1-335 et seq.) of Chapter 11 of Title 16.1, § 19.2-169.6, 19.2-176,
 139 or 19.2-177.1, or Chapter 8 (§ 37.2-800 et seq.) of Title 37.2 regarding the subject of the proceeding,
 140 and to any health care provider evaluating or providing services to the person who is the subject of the
 141 proceeding or monitoring the person's adherence to a treatment plan ordered under those provisions.
 142 Health records disclosed to a law-enforcement officer shall be limited to information necessary to protect
 143 the officer, the person, or the public from physical injury or to address the health care needs of the
 144 person. Information disclosed to a law-enforcement officer shall not be used for any other purpose,
 145 disclosed to others, or retained;

146 14. To the attorney and/or guardian ad litem of a minor who represents such minor in any judicial or
 147 administrative proceeding, if the court or administrative hearing officer has entered an order granting the
 148 attorney or guardian ad litem this right and such attorney or guardian ad litem presents evidence to the
 149 health care entity of such order;

150 15. With regard to the Court-Appointed Special Advocate (CASA) program, a minor's health records
 151 in accord with § 9.1-156;

152 16. To an agent appointed under an individual's power of attorney or to an agent or decision maker
 153 designated in an individual's advance directive for health care or for decisions on anatomical gifts and
 154 organ, tissue or eye donation or to any other person consistent with the provisions of the Health Care
 155 Decisions Act (§ 54.1-2981 et seq.);

156 17. To third-party payors and their agents for purposes of reimbursement;

157 18. As is necessary to support an application for receipt of health care benefits from a governmental
 158 agency or as required by an authorized governmental agency reviewing such application or reviewing
 159 benefits already provided or as necessary to the coordination of prevention and control of disease,
 160 injury, or disability and delivery of such health care benefits pursuant to § 32.1-127.1:04;

161 19. Upon the sale of a medical practice as provided in § 54.1-2405; or upon a change of ownership
 162 or closing of a pharmacy pursuant to regulations of the Board of Pharmacy;

163 20. In accord with subsection B of § 54.1-2400.1, to communicate an individual's specific and
 164 immediate threat to cause serious bodily injury or death of an identified or readily identifiable person;

165 21. Where necessary in connection with the implementation of a hospital's routine contact process for
 166 organ donation pursuant to subdivision B 4 of § 32.1-127;

167 22. In the case of substance abuse records, when permitted by and in conformity with requirements
 168 of federal law found in 42 U.S.C. § 290dd-2 and 42 C.F.R. Part 2;

169 23. In connection with the work of any entity established as set forth in § 8.01-581.16 to evaluate the
 170 adequacy or quality of professional services or the competency and qualifications for professional staff
 171 privileges;

172 24. If the health records are those of a deceased or mentally incapacitated individual to the personal
 173 representative or executor of the deceased individual or the legal guardian or committee of the
 174 incompetent or incapacitated individual or if there is no personal representative, executor, legal guardian
 175 or committee appointed, to the following persons in the following order of priority: a spouse, an adult
 176 son or daughter, either parent, an adult brother or sister, or any other relative of the deceased individual
 177 in order of blood relationship;

178 25. For the purpose of conducting record reviews of inpatient hospital deaths to promote
 179 identification of all potential organ, eye, and tissue donors in conformance with the requirements of
 180 applicable federal law and regulations, including 42 C.F.R. § 482.45, (i) to the health care provider's
 181 designated organ procurement organization certified by the United States Health Care Financing

182 Administration and (ii) to any eye bank or tissue bank in Virginia certified by the Eye Bank Association
183 of America or the American Association of Tissue Banks;

184 26. To the Office of the Inspector General for Behavioral Health and Developmental Services
185 pursuant to Article 3 (§ 37.2-423 et seq.) of Chapter 4 of Title 37.2;

186 27. To an entity participating in the activities of a local health partnership authority established
187 pursuant to Article 6.1 (§ 32.1-122.10:001 et seq.) of Chapter 4 of this title, pursuant to subdivision 1 of
188 this subsection;

189 28. To law-enforcement officials by each licensed emergency medical services agency, (i) when the
190 individual is the victim of a crime or (ii) when the individual has been arrested and has received
191 emergency medical services or has refused emergency medical services and the health records consist of
192 the prehospital patient care report required by § 32.1-116.1;

193 29. To law-enforcement officials, in response to their request, for the purpose of identifying or
194 locating a suspect, fugitive, person required to register pursuant to § 9.1-901 of the Sex Offender and
195 Crimes Against Minors Registry Act, material witness, or missing person, provided that only the
196 following information may be disclosed: (i) name and address of the person, (ii) date and place of birth
197 of the person, (iii) social security number of the person, (iv) blood type of the person, (v) date and time
198 of treatment received by the person, (vi) date and time of death of the person, where applicable, (vii)
199 description of distinguishing physical characteristics of the person, and (viii) type of injury sustained by
200 the person;

201 30. To law-enforcement officials regarding the death of an individual for the purpose of alerting law
202 enforcement of the death if the health care entity has a suspicion that such death may have resulted
203 from criminal conduct;

204 31. To law-enforcement officials if the health care entity believes in good faith that the information
205 disclosed constitutes evidence of a crime that occurred on its premises;

206 32. To the State Health Commissioner pursuant to § 32.1-48.015 when such records are those of a
207 person or persons who are subject to an order of quarantine or an order of isolation pursuant to Article
208 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of this title;

209 33. To the Commissioner of the Department of Labor and Industry or his designee by each licensed
210 emergency medical services agency when the records consist of the prehospital patient care report
211 required by § 32.1-116.1 and the patient has suffered an injury or death on a work site while performing
212 duties or tasks that are within the scope of his employment; and

213 34. To notify a family member or personal representative of an individual who is the subject of a
214 proceeding pursuant to Chapter 8 (§ 37.2-800 et seq.) of Title 37.2 of information that is directly
215 relevant to such person's involvement with the individual's health care, which may include the
216 individual's location and general condition, when the individual has the capacity to make health care
217 decisions and (i) the individual has agreed to the notification, (ii) the individual has been provided an
218 opportunity to object to the notification and does not express an objection, or (iii) the health care
219 provider can, on the basis of his professional judgment, reasonably infer from the circumstances that the
220 individual does not object to the notification. If the opportunity to agree or object to the notification
221 cannot practicably be provided because of the individual's incapacity or an emergency circumstance, the
222 health care provider may notify a family member or personal representative of the individual of
223 information that is directly relevant to such person's involvement with the individual's health care, which
224 may include the individual's location and general condition if the health care provider, in the exercise of
225 his professional judgment, determines that the notification is in the best interests of the individual. Such
226 notification shall not be made if the provider has actual knowledge the family member or personal
227 representative is currently prohibited by court order from contacting the individual.

228 Notwithstanding the provisions of subdivisions 1 through 34 of this subsection, a health care entity
229 shall obtain an individual's written authorization for any disclosure of psychotherapy notes, except when
230 disclosure by the health care entity is (i) for its own training programs in which students, trainees, or
231 practitioners in mental health are being taught under supervision to practice or to improve their skills in
232 group, joint, family, or individual counseling; (ii) to defend itself or its employees or staff against any
233 accusation of wrongful conduct; (iii) in the discharge of the duty, in accordance with subsection B of
234 § 54.1-2400.1, to take precautions to protect third parties from violent behavior or other serious harm;
235 (iv) required in the course of an investigation, audit, review, or proceeding regarding a health care
236 entity's conduct by a duly authorized law-enforcement, licensure, accreditation, or professional review
237 entity; or (v) otherwise required by law.

238 E. Requests for copies of health records shall (i) be in writing, dated and signed by the requester; (ii)
239 identify the nature of the information requested; and (iii) include evidence of the authority of the
240 requester to receive such copies and identification of the person to whom the information is to be
241 disclosed. The health care entity shall accept a photocopy, facsimile, or other copy of the original signed
242 by the requestor as if it were an original. Within 15 days of receipt of a request for copies of health
243 records, the health care entity shall do one of the following: (i) furnish such copies to any requester

authorized to receive them; (ii) inform the requester if the information does not exist or cannot be found; (iii) if the health care entity does not maintain a record of the information, so inform the requester and provide the name and address, if known, of the health care entity who maintains the record; or (iv) deny the request (a) under subsection F, (b) on the grounds that the requester has not established his authority to receive such health records or proof of his identity, or (c) as otherwise provided by law. Procedures set forth in this section shall apply only to requests for health records not specifically governed by other provisions of state law. *Any health care entity that fails to respond to a request for copies of health records within 15 days as required by this section shall be subject to a fine, as set by the Board.*

F. Except as provided in subsection B of § 8.01-413, copies of an individual's health records shall not be furnished to such individual or anyone authorized to act on the individual's behalf when the individual's treating physician or the individual's treating clinical psychologist has made a part of the individual's record a written statement that, in the exercise of his professional judgment, the furnishing to or review by the individual of such health records would be reasonably likely to endanger the life or physical safety of the individual or another person, or that such health record makes reference to a person other than a health care provider and the access requested would be reasonably likely to cause substantial harm to such referenced person. If any health care entity denies a request for copies of health records based on such statement, the health care entity shall inform the individual of the individual's right to designate, in writing, at his own expense, another reviewing physician or clinical psychologist, whose licensure, training and experience relative to the individual's condition are at least equivalent to that of the physician or clinical psychologist upon whose opinion the denial is based. The designated reviewing physician or clinical psychologist shall make a judgment as to whether to make the health record available to the individual.

The health care entity denying the request shall also inform the individual of the individual's right to request in writing that such health care entity designate, at its own expense, a physician or clinical psychologist, whose licensure, training, and experience relative to the individual's condition are at least equivalent to that of the physician or clinical psychologist upon whose professional judgment the denial is based and who did not participate in the original decision to deny the health records, who shall make a judgment as to whether to make the health record available to the individual. The health care entity shall comply with the judgment of the reviewing physician or clinical psychologist. The health care entity shall permit copying and examination of the health record by such other physician or clinical psychologist designated by either the individual at his own expense or by the health care entity at its expense.

Any health record copied for review by any such designated physician or clinical psychologist shall be accompanied by a statement from the custodian of the health record that the individual's treating physician or clinical psychologist determined that the individual's review of his health record would be reasonably likely to endanger the life or physical safety of the individual or would be reasonably likely to cause substantial harm to a person referenced in the health record who is not a health care provider.

Further, nothing herein shall be construed as giving, or interpreted to bestow the right to receive copies of, or otherwise obtain access to, psychotherapy notes to any individual or any person authorized to act on his behalf.

G. A written authorization to allow release of an individual's health records shall substantially include the following information:

AUTHORIZATION TO RELEASE CONFIDENTIAL HEALTH RECORDS

Individual's Name

Health Care Entity's Name

Person, Agency, or Health Care Entity to whom disclosure is to

be made

Information or Health Records to be disclosed

Purpose of Disclosure or at the Request of the Individual

As the person signing this authorization, I understand that I am giving my permission to the above-named health care entity for disclosure of

confidential health records. I understand that the health care entity may not

condition treatment or payment on my willingness to sign this authorization

unless the specific circumstances under which such conditioning is permitted

by law are applicable and are set forth in this authorization. I also

understand that I have the right to revoke this authorization at any time,

but that my revocation is not effective until delivered in writing to the

person who is in possession of my health records and is not effective as to

health records already disclosed under this authorization. A copy of this

304 authorization and a notation concerning the persons or agencies to whom
305 disclosure was made shall be included with my original health records. I
306 understand that health information disclosed under this authorization might
307 be redisclosed by a recipient and may, as a result of such disclosure, no
308 longer be protected to the same extent as such health information was
309 protected by law while solely in the possession of the health care entity.
310 This authorization expires on (date) or (event)
311 Signature of Individual or Individual's Legal Representative if Individual is
312 Unable to Sign
313 Relationship or Authority of Legal Representative
314 Date of Signature

315 H. Pursuant to this subsection:

316 1. Unless excepted from these provisions in subdivision 9 of this subsection, no party to a civil,
317 criminal or administrative action or proceeding shall request the issuance of a subpoena duces tecum for
318 another party's health records or cause a subpoena duces tecum to be issued by an attorney unless a
319 copy of the request for the subpoena or a copy of the attorney-issued subpoena is provided to the other
320 party's counsel or to the other party if pro se, simultaneously with filing the request or issuance of the
321 subpoena. No party to an action or proceeding shall request or cause the issuance of a subpoena duces
322 tecum for the health records of a nonparty witness unless a copy of the request for the subpoena or a
323 copy of the attorney-issued subpoena is provided to the nonparty witness simultaneously with filing the
324 request or issuance of the attorney-issued subpoena.

325 No subpoena duces tecum for health records shall set a return date earlier than 15 days from the date
326 of the subpoena except by order of a court or administrative agency for good cause shown. When a
327 court or administrative agency directs that health records be disclosed pursuant to a subpoena duces
328 tecum earlier than 15 days from the date of the subpoena, a copy of the order shall accompany the
329 subpoena.

330 Any party requesting a subpoena duces tecum for health records or on whose behalf the subpoena
331 duces tecum is being issued shall have the duty to determine whether the individual whose health
332 records are being sought is pro se or a nonparty.

333 In instances where health records being subpoenaed are those of a pro se party or nonparty witness,
334 the party requesting or issuing the subpoena shall deliver to the pro se party or nonparty witness
335 together with the copy of the request for subpoena, or a copy of the subpoena in the case of an
336 attorney-issued subpoena, a statement informing them of their rights and remedies. The statement shall
337 include the following language and the heading shall be in boldface capital letters:

338 **NOTICE TO INDIVIDUAL**

339 The attached document means that (insert name of party requesting or causing issuance of the
340 subpoena) has either asked the court or administrative agency to issue a subpoena or a subpoena has
341 been issued by the other party's attorney to your doctor, other health care providers (names of health
342 care providers inserted here) or other health care entity (name of health care entity to be inserted here)
343 requiring them to produce your health records. Your doctor, other health care provider or other health
344 care entity is required to respond by providing a copy of your health records. If you believe your health
345 records should not be disclosed and object to their disclosure, you have the right to file a motion with
346 the clerk of the court or the administrative agency to quash the subpoena. If you elect to file a motion
347 to quash, such motion must be filed within 15 days of the date of the request or of the attorney-issued
348 subpoena. You may contact the clerk's office or the administrative agency to determine the requirements
349 that must be satisfied when filing a motion to quash and you may elect to contact an attorney to
350 represent your interest. If you elect to file a motion to quash, you must notify your doctor, other health
351 care provider(s), or other health care entity, that you are filing the motion so that the health care
352 provider or health care entity knows to send the health records to the clerk of court or administrative
353 agency in a sealed envelope or package for safekeeping while your motion is decided.

354 2. Any party filing a request for a subpoena duces tecum or causing such a subpoena to be issued
355 for an individual's health records shall include a Notice in the same part of the request in which the
356 recipient of the subpoena duces tecum is directed where and when to return the health records. Such
357 notice shall be in boldface capital letters and shall include the following language:

358 **NOTICE TO HEALTH CARE ENTITIES**

359 A COPY OF THIS SUBPOENA DUCES TECUM HAS BEEN PROVIDED TO THE INDIVIDUAL
360 WHOSE HEALTH RECORDS ARE BEING REQUESTED OR HIS COUNSEL. YOU OR THAT
361 INDIVIDUAL HAS THE RIGHT TO FILE A MOTION TO QUASH (OBJECT TO) THE ATTACHED
362 SUBPOENA. IF YOU ELECT TO FILE A MOTION TO QUASH, YOU MUST FILE THE MOTION
363 WITHIN 15 DAYS OF THE DATE OF THIS SUBPOENA.

364 YOU MUST NOT RESPOND TO THIS SUBPOENA UNTIL YOU HAVE RECEIVED WRITTEN

CERTIFICATION FROM THE PARTY ON WHOSE BEHALF THE SUBPOENA WAS ISSUED THAT THE TIME FOR FILING A MOTION TO QUASH HAS ELAPSED AND THAT:

NO MOTION TO QUASH WAS FILED; OR

ANY MOTION TO QUASH HAS BEEN RESOLVED BY THE COURT OR THE ADMINISTRATIVE AGENCY AND THE DISCLOSURES SOUGHT ARE CONSISTENT WITH SUCH RESOLUTION.

IF YOU RECEIVE NOTICE THAT THE INDIVIDUAL WHOSE HEALTH RECORDS ARE BEING REQUESTED HAS FILED A MOTION TO QUASH THIS SUBPOENA, OR IF YOU FILE A MOTION TO QUASH THIS SUBPOENA, YOU MUST SEND THE HEALTH RECORDS ONLY TO THE CLERK OF THE COURT OR ADMINISTRATIVE AGENCY THAT ISSUED THE SUBPOENA OR IN WHICH THE ACTION IS PENDING AS SHOWN ON THE SUBPOENA USING THE FOLLOWING PROCEDURE:

PLACE THE HEALTH RECORDS IN A SEALED ENVELOPE AND ATTACH TO THE SEALED ENVELOPE A COVER LETTER TO THE CLERK OF COURT OR ADMINISTRATIVE AGENCY WHICH STATES THAT CONFIDENTIAL HEALTH RECORDS ARE ENCLOSED AND ARE TO BE HELD UNDER SEAL PENDING A RULING ON THE MOTION TO QUASH THE SUBPOENA. THE SEALED ENVELOPE AND THE COVER LETTER SHALL BE PLACED IN AN OUTER ENVELOPE OR PACKAGE FOR TRANSMITTAL TO THE COURT OR ADMINISTRATIVE AGENCY.

3. Upon receiving a valid subpoena duces tecum for health records, health care entities shall have the duty to respond to the subpoena in accordance with the provisions of subdivisions 4, 5, 6, 7, and 8 of this subsection.

4. Except to deliver to a clerk of the court or administrative agency subpoenaed health records in a sealed envelope as set forth, health care entities shall not respond to a subpoena duces tecum for such health records until they have received a certification as set forth in subdivision 5 or 8 of this subsection from the party on whose behalf the subpoena duces tecum was issued.

If the health care entity has actual receipt of notice that a motion to quash the subpoena has been filed or if the health care entity files a motion to quash the subpoena for health records, then the health care entity shall produce the health records, in a securely sealed envelope, to the clerk of the court or administrative agency issuing the subpoena or in whose court or administrative agency the action is pending. The court or administrative agency shall place the health records under seal until a determination is made regarding the motion to quash. The securely sealed envelope shall only be opened on order of the judge or administrative agency. In the event the court or administrative agency grants the motion to quash, the health records shall be returned to the health care entity in the same sealed envelope in which they were delivered to the court or administrative agency. In the event that a judge or administrative agency orders the sealed envelope to be opened to review the health records in camera, a copy of the order shall accompany any health records returned to the health care entity. The health records returned to the health care entity shall be in a securely sealed envelope.

5. If no motion to quash is filed within 15 days of the date of the request or of the attorney-issued subpoena, the party on whose behalf the subpoena was issued shall have the duty to certify to the subpoenaed health care entity that the time for filing a motion to quash has elapsed and that no motion to quash was filed. Any health care entity receiving such certification shall have the duty to comply with the subpoena duces tecum by returning the specified health records by either the return date on the subpoena or five days after receipt of the certification, whichever is later.

6. In the event that the individual whose health records are being sought files a motion to quash the subpoena, the court or administrative agency shall decide whether good cause has been shown by the discovering party to compel disclosure of the individual's health records over the individual's objections. In determining whether good cause has been shown, the court or administrative agency shall consider (i) the particular purpose for which the information was collected; (ii) the degree to which the disclosure of the records would embarrass, injure, or invade the privacy of the individual; (iii) the effect of the disclosure on the individual's future health care; (iv) the importance of the information to the lawsuit or proceeding; and (v) any other relevant factor.

7. Concurrent with the court or administrative agency's resolution of a motion to quash, if subpoenaed health records have been submitted by a health care entity to the court or administrative agency in a sealed envelope, the court or administrative agency shall: (i) upon determining that no submitted health records should be disclosed, return all submitted health records to the health care entity in a sealed envelope; (ii) upon determining that all submitted health records should be disclosed, provide all the submitted health records to the party on whose behalf the subpoena was issued; or (iii) upon determining that only a portion of the submitted health records should be disclosed, provide such portion to the party on whose behalf the subpoena was issued and return the remaining health records to the health care entity in a sealed envelope.

8. Following the court or administrative agency's resolution of a motion to quash, the party on whose behalf the subpoena duces tecum was issued shall have the duty to certify in writing to the subpoenaed health care entity a statement of one of the following:

a. All filed motions to quash have been resolved by the court or administrative agency and the disclosures sought in the subpoena duces tecum are consistent with such resolution; and, therefore, the health records previously delivered in a sealed envelope to the clerk of the court or administrative agency will not be returned to the health care entity;

b. All filed motions to quash have been resolved by the court or administrative agency and the disclosures sought in the subpoena duces tecum are consistent with such resolution and that, since no health records have previously been delivered to the court or administrative agency by the health care entity, the health care entity shall comply with the subpoena duces tecum by returning the health records designated in the subpoena by the return date on the subpoena or five days after receipt of certification, whichever is later;

c. All filed motions to quash have been resolved by the court or administrative agency and the disclosures sought in the subpoena duces tecum are not consistent with such resolution; therefore, no health records shall be disclosed and all health records previously delivered in a sealed envelope to the clerk of the court or administrative agency will be returned to the health care entity;

d. All filed motions to quash have been resolved by the court or administrative agency and the disclosures sought in the subpoena duces tecum are not consistent with such resolution and that only limited disclosure has been authorized. The certification shall state that only the portion of the health records as set forth in the certification, consistent with the court or administrative agency's ruling, shall be disclosed. The certification shall also state that health records that were previously delivered to the court or administrative agency for which disclosure has been authorized will not be returned to the health care entity; however, all health records for which disclosure has not been authorized will be returned to the health care entity; or

e. All filed motions to quash have been resolved by the court or administrative agency and the disclosures sought in the subpoena duces tecum are not consistent with such resolution and, since no health records have previously been delivered to the court or administrative agency by the health care entity, the health care entity shall return only those health records specified in the certification, consistent with the court or administrative agency's ruling, by the return date on the subpoena or five days after receipt of the certification, whichever is later.

A copy of the court or administrative agency's ruling shall accompany any certification made pursuant to this subdivision.

9. The provisions of this subsection have no application to subpoenas for health records requested under § 8.01-413, or issued by a duly authorized administrative agency conducting an investigation, audit, review or proceedings regarding a health care entity's conduct.

The provisions of this subsection shall apply to subpoenas for the health records of both minors and adults.

Nothing in this subsection shall have any effect on the existing authority of a court or administrative agency to issue a protective order regarding health records, including, but not limited to, ordering the return of health records to a health care entity, after the period for filing a motion to quash has passed.

A subpoena for substance abuse records must conform to the requirements of federal law found in 42 C.F.R. Part 2, Subpart E.

I. Health care entities may testify about the health records of an individual in compliance with §§ 8.01-399 and 8.01-400.2.

J. If an individual requests a copy of his health record from a health care entity, the health care entity may impose a reasonable cost-based fee, which shall include only the cost of supplies for and labor of copying the requested information, postage when the individual requests that such information be mailed, and preparation of an explanation or summary of such information as agreed to by the individual. For the purposes of this section, "individual" shall subsume a person with authority to act on behalf of the individual who is the subject of the health record in making decisions related to his health care.