



HIPAA Letter

Health Insurance Portability and Accountability Act

The HIPAA letter pertains only to projects that will collect Protected Health Information (PHI).

If a project will collect (PHI), the Privacy Officer of the organization where PHI will be collected is required to provide a letter to the UI IRB. The letter must include the Privacy Officer’s understanding of their responsibilities related to HIPAA and how it may relate to this particular research project.

Below is a sample letter that may be used to document compliance with the HIPAA Privacy Rule.

Sample HIPAA Letter

Please place on organizational letterhead or an identifiable email form that includes the name and address of sender.

Date

To: The University of Iowa IRB-01:

This is to confirm that we are willing to collaborate with University of Iowa researchers on a research study entitled _____
Be sure to fill in the **full name of the Research Study**

conducted by UI principal investigator _____.
Be sure to fill in the **full name of the UI Principal Investigator**

We are aware that the procedures used in this project involve the use and/or disclosure of protected health information (PHI) for *research* purposes *without* authorization from the patients at this institution.

We have policies and procedures in place to document our Privacy Board’s approval of a waiver of authorization per 45 CFR 164.512, *Uses and disclosures for which an authorization or opportunity to agree or object is not required*, specifically 45 CFR 164.512(i), *Uses and disclosures for research purposes*.

We are also aware of that we must provide to our patients, upon request, an accounting of disclosures of their PHI under a waiver of authorization per 45 CFR 164.528, *Accounting of disclosures of protected health information*.

This letter confirms that a waiver of authorization has been approved by our Privacy Board for the project named above.

Sincerely,

Name of Privacy Officer at site
Title of Privacy Officer
Name of Organization