

ImmTrac Consent Withdrawal Process for Providers Who Affirm Consent

New legislation (Senate Bill 11, 80th Legislature) permits ImmTrac to verify written parental consent by accepting affirmation from a healthcare provider (e.g. hospital, physician, local health department clinic) or birth registrar that consent was granted. The healthcare provider or birth registrar retains the signed consent form with the client's records. ImmTrac no longer maintains evidence of consent.

Withdrawal Process

Senate Bill 11 states that the Texas Department of State Health Services shall remove the person's immunization records from the Registry no later than the 10th day after receiving a request. Individually identifiable information may not be retained.

Parents who wish to withdraw their child from ImmTrac and adult clients who no longer wish ImmTrac to retain their immunization information in the Registry must complete and sign a Withdrawal of Consent and Confirmation Form (C-8). Once parents/clients complete, the form is mailed to the ImmTrac Group and the immunization record is deleted from ImmTrac. The original C-8 is then returned to the parent/client and no record of the withdrawal request is retained by the ImmTrac Group.

As part of the withdrawal process parents/clients are instructed to send a form requesting that the provider who affirmed consent properly destroy the original consent form.

When your office receives a form, please follow the guidance in this document.

1. Locate the client's medical record
2. Verify that the client on the request form and the client in the medical record match
3. Properly destroy the form
 - Paper records must be destroyed by shredding
 - Electronic records must be deleted
 - Microfilm records must be destroyed by pulverization

Note: Confidentiality must be maintained even if outside contractors are used to destroy medical documents.

When to Contact the Parent(s)/Client

If a provider site has a signed consent form for a client, but a client record for that person is not found in ImmTrac, the provider should contact the parent/client before creating another record for the client in ImmTrac.

Contact the parent(s)/client if:

- There is a consent form in a client's medical record **and**
- The client's record cannot be found in ImmTrac after searching for the client using the client ID number or after conducting a Smart Search **and**
- The signature date on the consent form is more than 14 days old