

PATIENT RECORD DISCLOSURES

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that is communication of PHI be made by alternative means, such as sending correspondence to the individual's office instead of individual's home.

I wish to be contact in the following manner (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Home Telephone _____ <input type="checkbox"/> OK to leave message <input type="checkbox"/> Leave message with call back number only <input type="checkbox"/> Work Telephone _____ <input type="checkbox"/> OK to leave message <input type="checkbox"/> Leave message with call back number only | <input type="checkbox"/> Written Communication <input type="checkbox"/> OK to mail to my home address <input type="checkbox"/> OK to mail my work/office address <input type="checkbox"/> OK to fax to this number Other _____ _____ |
|--|---|
- You may communicate with the following individuals regarding my condition or course of treatment
- _____

Patient Signature

Date

Print Name

Birth Date

The Privacy Rule generally requires healthcare providers to take reasonable steps to limit the use or disclosure of and requests for PHI to the minimum necessary to accomplish the intended purpose. These provisions do not apply to uses or disclosures made pursuant to an authorization requested by the individual.

Healthcare entities must keep records of PHI disclosures, information provided below. If completed properly, will constitute an adequate record.

Note: Uses and disclosures for TOP may be permitted without prior consent in an emergency.

Record of Disclosures of Protected Health Information

| Date | Disclosure to Whom Address or Fax Number | (1) | Description of Disclosure/Purpose of Disclosure | By Whom Disclosed | (2) | (3) |
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(1) Check this box if the disclosure is authorized
 (2) Type Key: T=Treatment Records; P=Payment Information; O=Healthcare Operations
 (3) Enter how disclosure was made: F=Fax; P=Phone; E=Email; M=Mail; O=Other