

## **ACCOUNTING OF DISCLOSURES OF HEALTH INFORMATION PROCEDURE**

1. Any patient who requests an accounting of disclosures of PHI will be referred to the Privacy Official or Designee(s).
2. The Privacy Official or Designee(s) will assure compliance with the above policy to provide the accounting.

### **Information Management**

The Directors of Health Information Management/Medical Records and Information Systems, with the assistance of the Privacy Official or Designee(s), will develop mechanisms to record, for each accountable disclosure of protected health information, the information that is required in the accounting. The information must be retained for at least six years or longer if required by state law or regulation, to support accounting for disclosures during a six-year period prior to the request for the accounting.

### **Processing of requests for accounting**

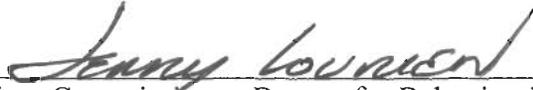
The Privacy Official or Designee(s) will:

1. Review the request to determine which disclosures are reportable.
2. Assemble the required information from records kept in accordance with the information management mechanisms developed by the Directors of Health Information Management/Medical Records and Information Systems
3. Notify the patient of the fee, if the request is a second or subsequent request in a 12-month period.
4. Prepare the written accounting.
5. Send or give the accounting to the patient (payment is required in advance if a fee is due).
6. File a copy of the written accounting, and the written request. These documents must be retained on file for six years or longer if required by state law or regulation.

**REFERENCE:** 45 CFR § 164.528

Effective Date: 4/14/03

Revised Dates:

A handwritten signature in cursive script, reading "Jerome E. Lovrien".

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Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities