PATIENT RECORD OF DISCLOSURES

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

I wish to be contacted in the following manner (Check all the apply)

☐ Home telephone _____
- ☐ O.K. to leave message with detailed information
- ☐ Leave a message with call-back number only

☐ Work telephone _____
- ☐ O.K. to leave message with detailed information
- ☐ Leave a message with call-back number only

☐ Work communication
- ☐ O.K. to mail to my home address
- ☐ O.K. to mail to my work/office address
- ☐ O.K. to fax to this number

☐ Other (Enter person's name who will have access to records)

_____ Patient Signature

_____ Date

_____ Print Name

_____ Date of Birth

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 use or disclosure 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 TPO may be permitted without prior consent in an emergency situation.

Record of Disclosure of Protected Health Information

Date	Disclosed to Whom Address or Fax Number	Description of Disclosure/ Purpose of Disclosure	By Whom Disclosed