

PATIENT RECORD OF DISCLOSURES

In general, the HIPPA 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 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 that apply):

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

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

- Written 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 _____

Patient Signature

Date

Print Name

Birthdate

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

Healthcare entities must keep reports 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.