

High Rock Internal Medicine, P.A.
Accounting Request Form

I, _____ hereby request an accounting of uses or disclosures of my medical records from **High Rock Internal Medicine, P.A.** Under federal law 104-191, also known as HIPAA, I am entitled to such an accounting of uses or disclosures upon written request.

Policies and Limitations on Accounting of Uses or Disclosures of Personal Medical Records

- Under federal law, the accounting of uses and disclosures that we provide to you will exclude routine disclosures made for the purposes of treatment, billing and payment, and healthcare operations. These purposes constitute the majority of uses and disclosures that we make.
- If an Electronic Health Record (EHR) system is in use, federal law provides that the accounting of uses and disclosures that we provide to you may include routine disclosures made for the purposes of treatment, billing and payment, and healthcare operations if you request that such uses and disclosures be included.
- Federal law specifies that the following types of disclosures be excluded from the accounting we provide to you:
 - Disclosures made to you, of your own personal medical information
 - Disclosures made pursuant to an authorization you executed
 - Disclosures for a facility directory or other notification purposes
 - Disclosures made for the creation of a limited data set
 - Disclosures that are incidental to otherwise permissible disclosures
 - Disclosures that occurred *prior* to the HIPAA Privacy Rule compliance deadline of April 14, 2003.
- Under federal law, temporary suspension of use and disclosure accounting may occur for national security, national intelligence, health oversight, or law enforcement purposes.
- Our written accounting of uses and disclosures that we provide to you will include the following information for each disclosure:
 - The date of the disclosure (If multiple disclosures, the start and stop dates and the frequency of the disclosures will be included)
 - The name of the entity or person who received the information, and, if known, the address of such entity or person
 - A brief description of the information that was disclosed
 - A brief statement of the purpose of the disclosure
- Federal law provides that we respond to your request for an accounting of uses and disclosures of your personal medical information within a 60-day period. We may take an additional 30 days to respond, if we provide a written explanation for the delay.
- Federal law provides that patients are entitled to one accounting every twelve (12) months without charge. If you request more than one accounting within a twelve (12) month period, we will charge you 25 dollars.

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Patient Name: _____

Address: _____

Telephone: _____

Email: _____

Signature of Patient or Personal Representative

Name of Patient or Personal Representative

Date

Description of Personal Representative's Authority

▼▼▼ FOR OFFICE USE ONLY ▼▼▼

Received by:			
Date Received:		Time Received:	
Disclosure Accounting Prepared:			
Acctng. Delivered:			
Staff Signature:			