

PATIENT RECORD OF DISCLOSURES

* In general, the HIPPA 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 communication or that a communication of **PHI** be made by the 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 applies):**

Home Telephone: _____

_____ It is ok to leave a message with detailed information.

_____ Leave a message with a call-back number only.

Work Telephone: _____

_____ It is ok to leave a message with detailed information.

_____ Leave a message with a call back number only.

Written Communication:

_____ It is ok to mail my home address.

_____ It is ok to mail my work/office address.

Other: _____

Patients Signature: _____ **Date:** _____

Print Name: _____ **Birthday:** _____

* 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 TPO may be permitted without prior consent in an emergency.

Record of Disclosures of Protected Health Information