

**UNIVERSITY OF KANSAS
WATKINS HEALTH SERVICES
ADMINISTRATION**

NUMBER: <p style="text-align: center;">AD- 314</p>	ISSUE DATE: <p style="text-align: center;">2/2003</p>
TITLE: <p style="text-align: center;">Patient Right to Accounting of Disclosures</p>	REVISED: <p style="text-align: center;">3/8/2010; 8/22/18</p>
TITLE OF OWNER/AUTHOR: <p style="text-align: center;">Director</p>	APPROVED: <p style="text-align: center;">Director</p>

PURPOSE:

Provide each patient the opportunity to request an accounting of disclosures of PHI made by WHS outside of KU-Lawrence.

POLICY STATEMENT:

Each patient has the right to receive an accounting of disclosures of PHI made by WHS for six years prior (or shorter per the request of the individual) to the accounting request. This list will not cover all disclosures made.

Exceptions are disclosures for treatment, payment or operations, for national security or intelligence purposes, disclosures made prior to April 14, 2003 (but in no event greater than six years prior to date of the request) or disclosures the patient or personal representative specifically authorized.

A request for accounting of disclosure must be submitted by completing a Request for Accounting of Disclosure of Health Information form (AD-314-1). The completed request will be forwarded to the Records and Registration Department for processing.

A written accounting of disclosure must meet the following elements for each disclosure:

- a) date of the disclosure, b) name and address of the entity or person receiving health information, c) brief description of health information disclosed, d) statement of the purpose of the disclosure, e) if in the accounting period multiple disclosures are made to the same entity additional guidelines need to be met.

The accounting must be given to the individual within 60 days after receiving the accounting request. An extension of 30 days may be needed. Only one 30-day extension for action on each request is allowed. A written statement will be provided to the patient stating the reasons for the delay and the date the accounting will be provided to the patient.

One free accounting will be given per year (12 month period). However, we may impose a reasonable cost-based fee may be charged for subsequent requests by the same individual within the 12 month period. The individual will be informed in advance of the fee and will be given the opportunity to withdraw or modify the request in order to avoid or reduce the fee.

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Examples of Disclosures that must be accounted for include disclosures:

- required by law;
- for public health activities such as reporting of disease, injury or vital events;
- about victims of abuse, neglect or domestic violence;
- for health oversight activities such as audits, investigations, inspections, licensure and criminal proceedings;
- for law enforcement activities;
- to coroners, medical examiners, funeral directors or organ procurement agencies;
- for research purposes with IRB/Privacy Board Waiver of authorization requirements;
- to avert a serious threat to health or safety;
- for certain government functions;
- for worker's compensation and workplace surveillance (for work-related injuries).
- for Judicial and Administrative proceedings.

If the accounting contains disclosures made prior to July 9, 2008, form AD-314-3 will be used for the accounting. If there are disclosures made on or after July 9, 2008, the practice management information system will provide an accounting log containing the required information.

REFERENCES:

This document is on file with the KU Policy Library.

RR-514 Providing Accounting of Disclosures