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PATIENT RECORD OF DISCLOSURES

In general, the HIPPA privacy rule gives individuals the right to request a restriction on users 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 _____
 - Ok to leave message with detailed information
 - Leave message with call-back number only
- Work telephone _____
 - Ok to leave message with detailed information
 - Leave message with call back number only
- Cell phone _____
 - Ok to leave message with detailed information
 - Leave message with call-back number only
 - Ok to send text message with detailed info
 - Leave text message with call-back number only
- Cell Service Provider** _____
- Written communication
 - Ok to mail to my home address
 - Ok to mail to my work/office address
- Other _____
- Fax number _____
 - Ok to fax detailed info to this number
- Email _____
- Send Bills/Statements
 - Email US Postal Service

Print Name

Birthdate

Patient Signature

Date

The Privacy Rule generally requires healthcare providers to take reasonable steps to limit the use or disclosure of, and requests 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

Date	Disclose To Whom: Address or Fax Number	(1)	Description of Disclosure/ Purpose of Disclosure	By Whom Disclosed	(2)	(3)

(1) Check this box if the disclosure is authorized.

(2) T = Treatment P = Payment O = Healthcare Operations

(3) Enter how disclosure was made: F = Fax P = Phone E = Email M = Mail O = Other