

Request for an Accounting of Disclosures

Incomplete or illegible forms will not be processed.

The purpose of this form is to provide the GHC-SCW patient with the opportunity to exercise his/her right to request an accounting of disclosures of their protected health information (PHI) maintained at GHC-SCW. Listed below are the inclusions and exclusions provided on the accounting of disclosures:

Included (see back for additional information)	Excluded (see back for additional information)
Public Health Activities Social Services Food and Drug Administration Employers Health Oversight Judicial and Administrative Proceedings Deceased Research Specialized Government Functions	Disclosures made for the purpose of: <ul style="list-style-type: none">• Treatment• Payment• Health Care Operations Limited Data Sets National Security Law Enforcement or Corrections Certain Health Oversight Activities

Patient Name (Please print)

GHC#

DOB

Street Address

City

State

Zip

E-Mail Address (providing address denotes permission to use)

Phone Number

Disclosure Period:

I am requesting an accounting of disclosures for the following time period:

Note: Time period cannot exceed 6 years and excludes dates prior to April 14, 2003.

Date (including year)

to

Date (including year)

Limitations, Clarifications or Exceptions Related to This Request, if applicable: _____

Signature

Signature of Patient or Personal Representative

Relationship to Patient (if applicable)

Date of Signature

Upon completion of form, return to the GHC-SCW Privacy Officer using one of these options:

USPS Mail

GHC-SCW

Privacy Officer

1265 John Q. Hammons Drive

Madison, WI 53711

Fax

(608) 662-4965

PDF as E-Mail Attachment

privacy@ghcscw.com

Please direct any questions or concerns to the GHC-SCW Privacy Officer at (608) 662-4899 or (800) 605-4327

Additional Information About Accounting of Disclosures Inclusions and Exclusions

Inclusions	Exclusions
Public Health Authorities: <ul style="list-style-type: none"> Surveillance, Investigations, Interventions, Foreign governments collaborating with federal police, Reporting vital events such as births and deaths, reporting of diseases or injuries 	Treatment means the provision, coordination, or management of health care and related services among health care providers or by a health care provider with a third party, consultation between health care providers regarding a patient or referral of a patient from one health care provider to another. Note: this provision prevents the requester from obtaining the names of specific GHC-SCW staff who may have accessed their health information.
Social Services <ul style="list-style-type: none"> Child abuse, neglect or exploitation Disabled adult abuse or neglect Domestic violence, abuse or neglect by personal representative Treatment of personal representative could endanger individual Not in the best interest of individual (professional judgment) 	Payment encompasses the various activities of health care providers to obtain payment or to be reimbursed for their services and of a health plan to obtain premiums, to fulfill their coverage responsibilities and provide benefits under the plan, and to obtain or provide reimbursement for the provision of health care. In addition to the general definition, the Privacy Rule provides examples of the payment activities which include, but are not limited to: <ul style="list-style-type: none"> Determining eligibility or coverage under a plan and adjudicating claims Risk adjustments Billing and collection activities Review health care services for medical necessity, coverage, justification of charges, etc. Utilization review Disclosures to consumer reporting agencies (limited to specific identifying information about the individual, his or her payment history, and identifying information about the covered entity)
Food and Drug Administration <ul style="list-style-type: none"> Adverse events, product defects, biological product derivations Track products Enable product recalls, repairs or replacements Conduct postmarketing surveillance Manufacturers of defective products Review of oxygen tanks 	Health care operations are certain administrative, financial, legal and quality improvement activities of a covered entity that are necessary to run its business and to support the core functions of treatment and payment. These activities, which are limited to activities listed in the definition of health care operations include: <ul style="list-style-type: none"> Conducting quality assessment and improvement activities, population based activities relating to improving health or reducing health care costs and case management and care coordinators Review competency or qualification of health care professional, evaluating provider and health plan performance, training health care provider and non-health care professionals, accreditation, certification, licensing, or credentialing Underwriting and other activities related to the creation, renewal or replacement of a contract of health insurance or health benefits, and ceding, securing, or placing a contract for reinsurance of risk relating to health care claims Conducting or arranging for medical review, legal and auditing services, including fraud and abuse detection and compliance programs Business planning and development such as conducting cost management and planning analyses related to managing and operating the entity Business management and general administrative activities, including those related to implementing and complying with the Privacy Rule and other Administrative Simplification Rules, customer service, resolution of internal grievances, sale or transfer of assets, creating de-identified information or a limited data set and fundraising for the entity
Employers <ul style="list-style-type: none"> Health care provided to employer for medical surveillance, work-related injury or illness, OSHA, or similar law 	Note: Psychotherapy notes are excluded from accounting of disclosures
Health Oversight (when not considered health care operations) <ul style="list-style-type: none"> Civil Rights Law, Health Care Personnel Registry, Nurses' Aide Registry Oversight activities of federal agencies such as CDC, Control and Prevention, DEA, OSHA, Federal Emergency Management Agency, Department of Justice, Environmental Protection Agency, and Department of Homeland Security Note: Health Care Operations include: <ul style="list-style-type: none"> Accreditation, certification, peer review, licensing or credentialing Conducting or arranging medical review, such as death review Auditing, including fraud and abuse detection and compliance programs Resolution of internal grievances 	
Judicial and Administrative Proceedings <ul style="list-style-type: none"> Court order, Subpoena, Search warrant, Administrative hearing Disclosures of Office of Attorney General (representing state, not facility), special counsel, or private counsel prior to commitment hearing Filing petition for involuntary commitment Filing petition for adjudication of incompetency and appointment of guardian 	
Law Enforcement <ul style="list-style-type: none"> As required by law such as reporting of wounds or injuries Court order, court ordered warrant, subpoena or summons Grand jury subpoena or lawful administrative request Locating suspect, fugitive, material witness or missing person Emergency treatment, such as crime is elsewhere Victims of crime, Crime on premises, Suspicious death Avert serious injury to health or safety 	
Deceased Persons <ul style="list-style-type: none"> Coroner or Medical Examiner, Funeral Direction, Organ Procurement 	
Research (when authorization not required or waived) <ul style="list-style-type: none"> Reviews preparatory to research, Research on decedents, Multiple research disclosures 	
Specialized Government Functions <ul style="list-style-type: none"> Military and veterans' activities, Protective services, Department of state: medical suitability Government programs providing public benefits, Foreign military personnel Secret service when related to threat against public official Worker's Compensation, US Embassies Contracts/business associates/vendors/payment or health care operations Blood bank, Accidental disclosures Unlawful disclosures, Disclosures to other DHHS agencies 	

Important Note: If the inclusions or exclusions above do not accommodate the reason for your request, contact the GHC-SCW Privacy Officer to discuss other options that may better meet your needs (see contact information on reverse side).