

Division: NC/GA Division	Area-Entity: All	Dept.: Health Information Management
Origin Date: 06/01/2019	Effective Date: 11/07/2025	

### Patient Request for Accounting of Disclosure

**PLEASE READ THE FOLLOWING:**

You have the right to an accounting of certain disclosures we or our business associates have made of your protected health information (PHI) within 60 days after Advocate Health's receipt of the request. An Accounting of Disclosure does not include a list of people who have reviewed your electronic Health records. Accountable disclosures include all disclosures of PHI, with the following exceptions of disclosures that were:

- a) For Treatment, Payment, or Health Care Operations purposes.
- b) Made to the individual to which the PHI pertains.
- c) Incident to a use or disclosure otherwise permitted or required by HIPAA.
- d) Made pursuant to an authorization.
- e) Made via the patient directory or to family and friends for care and notification purposes.
- f) Made to correctional institutions or law enforcement officials (of individuals in lawful custody)
- g) Part of a Limited Data Set (all patient identifying data elements such as names, address, telephone numbers, account numbers have been excluded).

**Section 1: PATIENT INFORMATION**

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Full Legal Name of Patient                      Date of Birth                      Telephone Number

\_\_\_\_\_ \_\_\_\_\_  
 Address    City/State/Zip

**Section 2: DATES REQUESTED**

**I would like an accounting of all disclosures for the following time frame (add the month/year below).**  
*Please note: the maximum time frame that can be requested is six (6) years prior to the date of your request.*

From: \_\_\_\_\_ To: \_\_\_\_\_

**Section 3: FEES**

There is no charge for the first accounting request in a 12-month period. For subsequent requests in the same 12-month period, a fee of \$20 for each subsequent accounting in the same 12-month period. Check one of the boxes below.

- I agree with the fee above and wish to proceed with this request.     Fee is not applicable, 1st accounting

**Section 4: DELIVERY MECHANISM SIGNATURE OF AUTHORIZED INDIVIDUAL**

**Preferred Contact Method for Accounting of Disclosure Communications**

- Patient Portal                       Mail to address above                       Encrypted

Email Address: \_\_\_\_\_

**SIGNATURE OF PATIENT OR PATIENT'S LEGAL REPRESENTATIVE                      DATE**

If signed by a person other than the patient, state your relationship to the patient: \_\_\_\_\_

Please return form to: [medicalrecordsroi@advocatehealth.org](mailto:medicalrecordsroi@advocatehealth.org)



Place Patient Label Here

**Section 5: FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Check one of the boxes below

The individual was provided with an Accounting of Disclosures as defined by HIPAA (Health Insurance Portability and Accountability Act) regulations.

The individual was informed that there were not any Accountable Disclosures as defined by the HIPAA (Health Insurance Portability and Accountability Act) regulations.

Signature and Team Member Title

Date