

HIPAA Privacy – Requests for an Accounting of Disclosures of PHI

AD.HP60

POLICY:

Individuals have the right to request an accounting of non-routine disclosures of their health information by Lifesong Hospice and Palliative Care or its business associates.

PROCEDURE:

1. Lifesong Hospice and Palliative Care will provide an Accounting of Disclosures of an individual's health information for up to six (6) years prior to the date of the individual's request for an accounting.
2. Lifesong Hospice and Palliative Care will not provide an Accounting of Disclosures made for the following purposes:
 - a. Pursuant to an authorization the individual has signed;
 - b. That are incidental to another permissible use or disclosure;
 - c. That are part of a limited data set;
 - d. That are made for the purposes of treatment, payment or health care operations, including those made to business associates;
 - e. That are made to the individual who is the subject of the information;
 - f. That are made for the purpose of inclusion in a facility directory or to persons involved in the individual's care or other notification purposes;
 - g. That are made for national security or intelligence purposes;
 - h. That are made to correctional institutions or law enforcement officials; and
 - i. That were made prior to April 14, 2003 (the effective date of the Privacy Rule).
3. When a request for an Accounting of Disclosures of health information is received, it will be acted upon within sixty (60) days. A one-time extension of thirty (30) days is allowed if necessary provided that the individual requesting the amendment is informed in writing of the reason(s) for the delay and the date by which they can expect action to be taken upon their request.
4. An individual may receive an Accounting of Disclosures once during any 12 month period for no charge.
5. If an individual requests more than one accounting within the same 12 month period, a reasonable, cost-based fee may be charged by Lifesong Hospice and Palliative Care. The individual will be provided the opportunity to modify or withdraw his/her request.

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6. The accounting for each disclosure includes:
 - a. The date of the disclosure;
 - b. The name of the entity or person who received the protected health information (PHI) and their address (if known);
 - c. A brief description of the protected health information disclosed;
 - d. A brief statement of the purpose of the disclosure that reasonably informs the individual of the basis for the disclosure or a copy of the written request for the disclosure;
 - e. If the accounting includes multiple disclosures to the same person/entity for a single purpose, the accounting includes the frequency, number of disclosures and date of the last disclosure made during the accounting period; and
 - f. A brief description of the contents of the disclosure.
7. Lifesong Hospice and Palliative Care maintains the information that is required to be included in an accounting of PHI for six (6) years from the date of its creation or the date when it was last in effect, whichever is later.
8. The written accounting that is provided to individuals in response to their requests is maintained for six (6) years from the date of its creation or the date when it was last in effect, whichever is later.
9. Lifesong Hospice and Palliative Care maintains the titles of the persons/offices responsible for receiving and processing requests for an accounting for a period of six (6) years.

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