

ACCOUNTING OF DISCLOSURES

POLICY - Right to Disclosure Accounting. Hospital staff shall chart all disclosures, except to third-party payors, of health care information, such chartings to become part of the health care information.

PROCEDURE - Disclosure Accounting Request. We are obligated to respond to the individual's request for a disclosure accounting within 60 days of its receipt. Consequently, do not delay transmitting a disclosure accounting request to our Privacy Officer. Complete, or have the individual complete, the appropriate form, then promptly transmit it to our Privacy Officer.

PROCEDURE - Accounting Fees. We may not charge for an individual's first accounting in any 12 month period. We may charge a reasonable, cost-based fee for other accountings within that same 12-month period. Our Privacy Officer will determine any charges for the accounting request.

PROCEDURE - Accounting Response. Our Privacy Officer will process an individual's request for disclosure accounting as follows:

- Determine if there are fees for the individual's accounting request. If there are, notify the individual in advance of the fee so that the individual may elect to withdraw or modify the accounting request to reduce or avoid the fee.
- Track the processing of the accounting request and use the appropriate form to direct our departments and business associates to furnish the disclosure data needed to comply with the accounting request in order to augment the disclosure accounting data that the Privacy Officer maintains.
- Respond in writing to the individual's accounting request within 60 days. (The initial response may be written notice that a 30-day extension will be taken for reasons stated in the notice.)
- Have the appropriate form(s) included in the individual's records, and retain a copy for the Privacy Officer's file.

POLICY - Accounting Information. We will track, and require our business associates to track, accountable disclosures, and make the tracking information available to our Privacy Officer on request, so that we may fulfill our obligations to make disclosure accounting to individuals on request.

PROCEDURE - Accounting Information. The managers of each department must ensure the full and timely cooperation of their workforce in tracking accountable disclosures and supplying the needed accountable disclosure data to fulfill our disclosure accounting obligations. The information that must be tracked to fulfill our disclosure accounting obligations is as follows:

- i) **Accounting Content for Disclosure.** The following information for each accountable disclosure of protected health information (including disclosures to or by our business associates) must be recorded and maintained for at least ten years to support our disclosure accounting obligations:
- The disclosure date;
 - The name and, if known, address of each person or entity that received the disclosure;
 - A description of the protected health information disclosed; and
 - A statement of the purpose of the disclosure, or a copy of any written request for the disclosure from HHS or another government agency or organization to which the protected health information was disclosed pursuant to a public interest or benefit activity.
- ii) **Accounting Content for Repetitive Disclosures.** For multiple disclosures to HHS for a single compliance review or complaint investigation, or to another government agency or organization to which we disclosed protected health information pursuant to a single public interest or benefit purpose, we need provide the individual only:
- The required accounting content listed above for the first of the repetitive disclosures made within the period covered by the individual's request;
 - The frequency, periodicity, or number of the repetitive disclosures during the accounting period; and
 - The date of the last disclosure during the accounting period.
- iii) **Accounting Content for Large Research Studies.** When we make disclosures for particular research involving 50 or more individuals, for which an Institutional Review Board or privacy board has waived authorization in compliance with the Privacy Rules, we may account for disclosures during the period covered by the individual's accounting request that may have included that individual's protected health information by providing:
- The name of the research protocol or activity;
 - A plain language description of the research protocol or activity, including its purpose and criteria for selecting particular records;
 - A brief description of the type of protected health information disclosed;
 - The dates or period during which the disclosures occurred, or may have occurred, including the date of the last disclosure during the period covered by the individual's request;

- The name, address, and telephone number of the research sponsor and the researcher to whom the disclosures were made;
 - A statement that the individual's protected health information may or may not have been disclosed for a particular research protocol or other research activity; and
 - Assistance in contacting the research sponsor and the researcher, if it is reasonably likely that the individual's protected health information was disclosed for the research protocol or activity.
- b) **POLICY - Temporary Accounting Suspension.** We will temporarily suspend accounting for disclosures to health oversight agencies or law enforcement officers from whom we receive notice that an accounting would likely impede their enforcement activity.

PROCEDURE - Temporary Accounting Suspension. Our Privacy Officer must approve any temporary suspension of disclosure accounting. If you receive direction by a health oversight agency or law enforcement officer to temporarily suspend accounting of disclosures to the agency or officer, you must:

- Try to obtain documentation or information from the health oversight agency or the law enforcement Officer confirming that the suspension is needed to avoid impairing enforcement activity and specifying the duration of the suspension.
- If the health oversight agency or law enforcement Officer orally orders the suspension, inform the agency or Officer that the suspension will end within 30 days unless we receive written confirmation of the suspension within that 30 day period.
- Complete the appropriate form to document the suspension request, attaching any documentation furnished by the health oversight agency or law enforcement Officer, and promptly send the completed form to our Privacy Officer. Include a copy in the individual's records.
- Follow any direction you receive from our Privacy Officer.

If the health oversight agency or law enforcement Officer did not furnish written support for the suspension, our Privacy Officer will notify the health oversight agency or law enforcement Officer in writing that we can suspend accounting for our disclosures to the agency or Officer no more than 30 days, unless we receive written confirmation within that 30 day period.

POLICY - Designations. We must identify in writing the titles of persons or offices responsible for receiving and processing disclosure accounting requests.

POLICY - Documentation. We must document, on paper or electronically, the information required for us to report accountable disclosures in response to disclosure accounting requests, each disclosure accounting request we receive, each disclosure accounting we provide, the designation of personnel, and any other documentation regarding our compliance with respect to disclosure accounting.