



## Disclosures of Protected Health Information (PHI)

Name (Print):	Case Number:
Record Holder: (Branch/Office Services Received):	

Date Disclosed	Name & Location of Person/Entity Disclosed to	PHI Disclosed	Purpose of Disclosure

## Instructions

### Note the following:

- 1 Date of disclosure
- 2 Name & address, if known, of the individual or entity the information was disclosed to
- 3 A brief description of the information
- 4 A brief explanation of the purpose

### What to record:

Record any disclosures of Protected Health Information *not otherwise allowed*:

- a. by client's authorization
- b. to carry out treatment, payment, or health care operations

**Examples** of PHI provided by DHS Staff needing to be logged (see DHS policy # DHS-100-002 Client Privacy Rights):

- 1 Information to a public health official (other than staff employed for public health functions) such as the reporting of disease or injury.
- 2 Information disclosed in response to mandatory child or elder abuse reporting laws .
- 3 Information from an individual's record in response to an audit or review (whether financial or quality of care or other audit or review) of a provider or contractor.
- 4 Information from an individual's records in relation to licensing or regulation or certification of a provider or licensee or entity involved in the care or services of the individual.
- 5 Information about an individual that is ordered to be disclosed pursuant to a court order in a court case or other legal proceeding - include a copy of the court order with the accounting.
- 6 Information about an individual provided to law enforcement officials pursuant to a court order - include a copy of the court order with the accounting.
- 7 Information about an individual provided by DHS staff to avert a serious threat to health or safety of a person.