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## PATIENT RECORD OF DISCLOSURE

In general, the HIPAA (Health Insurance Portability and Accountability Act) privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI be made by alternative means, such as sending correspondence to the individual's office instead of the individual's home.

I wish to be contacted in the following manner (check all that apply):

**Home Telephone** \_\_\_\_\_

\_\_\_\_\_ OK to leave message with detailed information

\_\_\_\_\_ Leave message with call-back number only

**Mobile Telephone** \_\_\_\_\_

\_\_\_\_\_ OK to leave message with detailed information

\_\_\_\_\_ Leave message with call-back number only

**Written Communication**

\_\_\_\_\_ OK to mail to my home address

\_\_\_\_\_ OK to mail to my work/office address

\_\_\_\_\_ OK to fax to this number \_\_\_\_\_

**Work Telephone** \_\_\_\_\_

\_\_\_\_\_ OK to leave message with detailed information

\_\_\_\_\_ Leave message with call-back number only

**E-Mail Address** \_\_\_\_\_

\_\_\_\_\_ OK to e-mail information

\_\_\_\_\_  
\_\_\_\_\_

Patient Signature

\_\_\_\_\_  
\_\_\_\_\_

Print Name

\_\_\_\_\_  
\_\_\_\_\_

Date

The Privacy Rule generally requires healthcare providers to take responsible steps to limit the use or disclosure of, and requests for, PHI to the minimum necessary to accomplish the intended purpose. These provisions do not apply to uses or disclosures made pursuant to an authorization requested by the individual. Healthcare entities must keep records of PHI disclosures. Information provided above, if completed properly, will constitute an adequate record. More information about HIPAA is available on the internet ([www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)).

**Note: Uses and disclosures for TPO (treatment, payment, or health-care operations) may be permitted without prior consent in an emergency.**