PROCEDURE STATEMENT:
Health Quest Systems, Inc. and its’ affiliates (“HQ”) will keep an accurate accounting of disclosures made of patients’ Protected Health Information (“PHI”) as outlined below. HQ will provide an accounting of disclosures to patients or their personal representatives within sixty (60) days from the receipt of the request and in accordance with applicable law.

PROCEDURE:

A. Logging Disclosures

1. In order to supply an accounting of disclosures upon request, disclosures for which an accounting is required must be logged as they occur in the accounting of disclosures log (“Log”) or electronic equivalent. Proper photo identification (“ID”) must be included whether in person or via fax or e-mail. If by mail must be notarized.

2. An accounting of disclosures log or electronic equivalent will be retained in each component of the designated record set. When a disclosure is made based upon or produces any written documentation associated with the disclosure, the written documentation should be filed behind the Log or the Log annotated with the location of the documentation. While HQ facilities are not obligated and will not provide evidence of this documentation for purposes of a patient-requested accounting of disclosures, HQ believes it will be necessary to support disclosures by HQ entities in any action which may cause the HQ entity to have to provide evidence of the legality of any disclosure.

B. Request for Accounting

1. Patients may request an accounting of disclosures by submitting a request in writing on the “Request for Accounting of Disclosures” form to the respective medical records or the billing department of the HQ entity where the patient received treatment.
2. The request must state the time period for which the accounting is to be supplied. The time period:

   a. May not be longer than six (6) years; and

   b. May not include dates before April 14, 2003.

3. The request must state whether the patient wishes to be sent the accounting via postal mail or would rather pick it up in person.

C. Suspension of an Individual’s Right to Request an Accounting of Disclosures

1. HQ must temporarily suspend an individual’s right to receive an accounting of disclosures to a health oversight agency or law enforcement official for the time specified by the agency or official if the agency or official provides HQ with a written statement. The statement must contain information indicating that an accounting to the individual would likely impede the agency’s activities and must specify the timeframe for the suspension.

2. If the agency or official statement is made orally, HQ must:

   a. Document the statement, including the identity of the agency or official making the statement;

   b. Temporarily suspend the individual’s right to an accounting of disclosures subject to the statement; and

   c. Limit the temporary suspension to no longer than thirty (30) days from the date of the oral statement, unless a written statement is submitted during that time.

D. Processing a Request for Accounting

1. Determine whether an individual’s right to request an accounting of disclosures is suspended.

   a. Written Statement: Review the designated record set to determine if it contains a written statement from a health oversight agency or law enforcement official that such an accounting to the patient be suspended because such an accounting would impede the
agency's activities. If such a statement exists, review the time period of the suspension.

(i). If the suspension is for less than or equal to sixty (60) days from the date of receiving the request, hold the request until the suspension period has ended and then process the request.

(ii). If the suspension is for more than sixty (60) days from the date of receiving the request, send the “Request for Accounting of Disclosures” form indicating that the entity is temporarily unable to process the accounting due to a suspension required by law. Indicate on the form that the HQ entity will comply with the request when the suspension has been lifted, and specify the date on which the suspension will be lifted.

b. Oral Statement: Review the designated record set to determine if an oral request for a suspension from a health oversight agency or law enforcement official has been documented.

(i) Hold the accounting of disclosure request until the end of the suspension period but no longer than thirty (30) days.

2. Review the Accounting of Disclosures Log or electronic equivalent to determine whether there are disclosures applicable to the time period for which an accounting is being requested.

a. The designated record set and compliance disclosure log must be reviewed for all of the below:

1. Disclosures of HIV-related information unless excepted in the policy

2. Disclosures made in response to a subpoena or other judicial or administrative proceeding if not accompanied by a patient authorization

3. Disclosures made for public health activities, including reports
<table>
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<th>Title:</th>
<th>Accounting of Disclosures Procedure</th>
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<tbody>
<tr>
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<td>HQ 5.2.01</td>
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<tr>
<td>Approved by:</td>
<td>Chief Compliance Officer</td>
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of vital events, public health surveillance, and investigations; communicable disease; adult and child abuse, neglect, or domestic violence; information associated with an FDA-regulated product or activity; to an employer to conduct an evaluation relating to medical surveillance of the workplace or to evaluate whether the individual has a work-related illness or injury and the employer needs such information to comply with federal or state law and notice has been given to the individual at the time care is provided or there is a notice at the work site

4. Disclosures made for health oversight activities or law enforcement purposes unless the health oversight or law enforcement agency has provided an official statement to temporarily suspend the individual’s right to receive an accounting for a specified period of time during which such an accounting would impede the agency’s activities

5. Disclosures to coroners, medical examiners, funeral directors, and for cadaveric organ donation purposes

6. Disclosures to avert a serious threat to health or safety

7. Disclosures for specialized government functions except national security and intelligence activities and correctional institutions or other law enforcement custodial situations

8. Disclosures for workers’ compensation

9. Disclosures for research activities that do not require an individual’s authorization

10. Disclosures known to have been made inadvertently or in error (e.g., as a result of a misdirected fax, e-mail, postal mail, etc.)

11. PHI known to be contained on a lost or stolen electronic device such as a laptop computer or cell phone

12. PHI known to be contained on a lost or stolen form of electronic media such as a CDROM or Flash Drive.
3. Generate the requested Accounting of Disclosures for the specific HQ entity that includes the following for each disclosure made during the accounting period:

a. The date(s) of the disclosure.

b. The name(s) and address(es) of organizations or persons to whom the disclosure was made.

c. A brief description of the PHI disclosed.

d. The brief statement of the purpose of the disclosure.

e. The name of the office to which questions should be directed.

f. The date that the accounting of disclosure request was fulfilled.

4. Send the requested accounting of disclosures to the patient within sixty (60) days of receiving the request. If the entity is unable to complete this process within sixty (60) days:

a. Send the Request for Accounting of Disclosures form to the patient indicating a thirty (30) day extension is needed to complete the process.

b. Indicate the date on which the accounting will be supplied.

c. Check off the reason for the delay.

5. A HQ entity will provide the first accounting to a patient in any twelve (12) month period without charge.

For any subsequent request within the twelve (12) month period, the entity will charge $15.00, as specified on the Request for Accounting of Disclosures form. (A patient who does not wish to pay for subsequent accountings may withdraw the request and no accounting will be made.)

**ENFORCEMENT:**

All individuals whose responsibilities are affected by this procedure are expected to be familiar with the basic procedures and responsibilities created by this procedure. Failure to comply with
this procedure will be subject to appropriate remedial and/or disciplinary action, up to and including termination of any employment or other relationship, in accordance with this procedure.

**DEFINITIONS:**
See: HIPAA Glossary

**REFERENCES:**
45 CFR 164.528
Request for Accounting of Disclosures Form
Accounting of Disclosures Policy

**POLICY HISTORY:**
Supersedes: 2/27/14
Original Implementation Date: 2/27/14
Date Reviewed: 3/13/19, 3/26/20
Date Revised: 2/27/14, 3/13/19, 3/26/20

**APPROVAL:**

W.A. McNulty by [signature] 3.31.20
Policy Owner Date