

Daily Accounting of Disclosures Log
UNC Health Care System

Patient Name / Medical Record Number	Name and Address of Recipient of Information	Description of Information Disclosed	Purpose and Date of Disclosure	Delivery Method	Printed Name, Title and Signature of Person Disclosing PHI	Department Name and Phone Number of Person Disclosing PHI

Key for Delivery Method: M – Mailed F – Faxed E – E-mailed P – Phone V – Verbal W – Walk in

DO NOT ACCOUNT FOR THE FOLLOWING DISCLOSURES

- To carry out treatment, payment and health care operations
- To the patient or authorized representative
- Pursuant to an authorization signed by the patient or authorized representative
- For the facility’s directory or to persons involved in the individual’s care or other notification purposes
- For national security or intelligence purposes
- To correctional institutions or law enforcement officials having lawful custody of an inmate
- For incidental disclosures
- For Limited Data Sets used for research purposes

EXAMPLES OF WHEN AN ACCOUNTING OF A DISCLOSURE MUST BE MAINTAINED. “When in doubt, account”

<ul style="list-style-type: none"> • Public Health Authorities <ul style="list-style-type: none"> ➤ Surveillance ➤ Investigations ➤ Interventions ➤ Foreign governments collaborating w/US public health authorities ➤ Recording births and deaths ➤ Child and Elder abuse ➤ Prevent serious harm ➤ Communicable disease • Food and Drug Administration <ul style="list-style-type: none"> ➤ Adverse events, product defects or biological deviations ➤ Track products ➤ Enable product recalls, repairs or replacements ➤ Conduct post marketing surveillance ➤ Manufacturers of defective products • Employer <ul style="list-style-type: none"> ➤ To employer requesting healthcare be provided to their employee ➤ Medical surveillance ➤ Work related injury or illness ➤ OSHA or similar state law 	<ul style="list-style-type: none"> • Health Oversight <ul style="list-style-type: none"> ➤ Government benefit program ➤ Civil rights laws ➤ Trauma registry ➤ Tumor registry ➤ Vital statistics • Judicial and Administrative Proceedings <ul style="list-style-type: none"> ➤ Court order • Law Enforcement <ul style="list-style-type: none"> ➤ As required by law ➤ Court order, court ordered warrant, or summons ➤ Administrative request ➤ Locating a suspect, fugitive, material witness or missing person ➤ Emergency treatment, crime is elsewhere ➤ Victims of crime ➤ Crimes on premises ➤ Suspicious deaths ➤ Avert a serious threat to health or safety 	<ul style="list-style-type: none"> • Deceased Persons <ul style="list-style-type: none"> ➤ Coroner or Medical Examiner ➤ Funeral Directors ➤ Organ Procurement • Research (w/o authorization) • Specialized Government Functions <ul style="list-style-type: none"> ➤ Military and Veterans activities ➤ Protective services ➤ Department of State: medical suitability ➤ Government programs providing public benefits ➤ Foreign military personnel • Worker’s Compensation Comply w/existing laws (see state law) • State Health Data Commission (unless operations) • U.S. Embassies • Contractors/Vendors/Business Associates (If not for TPO)
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