

## PATIENT RECORD OF DISCLOSURES

In general, the HIPAA 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):

- |  |  |
|--|--|
| <input type="checkbox"/> Home Telephone _____  | <input type="checkbox"/> Written Communication               |
| <input type="checkbox"/> O.K. to leave message w/ detailed info.                         | <input type="checkbox"/> O.K. to mail to my home address     |
| <input type="checkbox"/> Leave message with call-back number only                        | <input type="checkbox"/> O.K. to mail to my work/office add. |
|  | <input type="checkbox"/> O.K. to fax to this number          |
| <input type="checkbox"/> Work Telephone _____  |  |
| <input type="checkbox"/> O.K. to leave message w/detailed info.                          | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Leave message w/call-back number only                           |  |
| <input type="checkbox"/> Verbal Communication Authorized With (name/relationship): _____ |  |
- 

**\*\*\* Access to your Electronic Medical Records are available through the Patient Portal. Please provide patient or a family member's current email address:**

**E-Mail address: \_\_\_\_\_**

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Birthdate

The Privacy Rule generally requires healthcare providers to take reasonable 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 below, if completed properly, will constitute an adequate record.

**Note: Uses and disclosures for TPO may be permitted without prior consent in an emergency.**