|  |  |
| --- | --- |
| ou-logo | **The University of Oklahoma**      |

**Request for Accounting of Disclosures — Norman Camus**

|  |
| --- |
|  |
| Last Name: |  | First: |  | Middle: |  |
| Other Names Used: |  | Birthdate: |  |
| Address: |       | City: |       | State: |       | Zip: |       |
| Home Phone: | ( )       |  Alt. Phone: | ( )       |  Cell Phone: | ( )       |
|  |

**REQUEST FOR ACCOUNTING OF DISCLOSURES:**

I request an Accounting of Disclosures of the protected health information in my designated record set\* covering the period from \_     \_\_\_to\_\_\_     \_\_\_ (not to exceed 6 years or be for disclosures prior to April 14, 2003) maintained or created by this provider or clinic/department of the University of Oklahoma Norman Campus:

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

I understand that the first accounting in a 12-month period is free of charge, but I can be charged a reasonable fee for any additional accountings during that period. I will be notified of any charge in advance.

**I understand that the accounting must include all disclosures, except for disclosures:**

1. to carry out treatment, payment, or health care operations;
2. to you of protected health information about you/your minor child;
3. incident to a use or disclosure permitted by the Privacy regulations;
4. pursuant to your Authorization;
5. to persons involved in your care or for a facility directory;
6. for national security or intelligence purposes;
7. to correctional institutions or law enforcement officials to provide them with information about a person in their custody;
8. as part of a limited data set; or
9. that occurred prior to April 14, 2003

|  |
| --- |
|  |
| Signature | Title, if Legal Representative\* | Date |

\*May be requested to show proof of representative status.

NOTICE TO PATIENT: Your request for an Accounting of Disclosures of your protected health information is applicable **only** to the information maintained by providers of the University of Oklahoma Norman Campus. If you would like to request an Accounting of Disclosures of your protected health information from any other University entity, a separate request must be submitted to that University entity. **(This request is applicable only to records disclosed by the OU Norman Campus.)**

\* A designated record set is the medical and billing records about individuals; or the enrollment, payment, claims adjudication, and case or medical management records systems; used, in whole or in part, by University Personnel to make decisions about individuals, regardless of who originally created the information and that are maintained, collected, Used, or disseminated by or for a University Health Care Component.