



New Jersey Medical School

NINJ PATIENT RECORD OF DISCLOSURES

In general the HIPPA Privacy rule gives individuals the right to request a restriction on uses and disclosures of their private 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 individual's office instead of the individual's house.

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

- | | |
|--|--|
| <input type="checkbox"/> Home Telephone _____
<input type="checkbox"/> O.K. to leave message with detailed information
<input type="checkbox"/> Leave message with call-back number only | <input type="checkbox"/> Written Communication
<input type="checkbox"/> O.K. to mail to mail to my home address
<input type="checkbox"/> O.K to mail to my work/office address
<input type="checkbox"/> O.K to fax to this number |
| <input type="checkbox"/> Work Telephone _____
<input type="checkbox"/> O.K. to leave message with detailed information
<input type="checkbox"/> Leave message with call-back number only | <input type="checkbox"/> Other _____
_____ |

Patient Signature

Date

Print Name

Birthdate

The Privacy Rule generally requires healthcare providers to take reasonable steps to limit the use or disclosure of and request for PHI to the minimum necessary to accomplish the intended purpose. These provisions do not apply to uses or disclosure 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.

Record of Disclosures of Protected Health Information

Date	Disclosed To Whom Address of Fax Number	(1.)	Description of Disclosure/ Purpose of Disclosure	By Whom Disclosed	(2.)	(3.)

- 1 Check this box if the disclosure is authorized
2. Write in box: T= Treatment records P= Payment Information
3. Enter how disclosure was made: F= Fax P=Phone E=Email M=Mail O=Other