REQUEST FOR ACCOUNTING OF DISCLOSURES

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
LEGAL ADVISORY UNIT
SFN 725 (9-2013)

Clear Fields

(For use by **DHS** clients requesting an accounting of disclosures of protected health information (PHI))

Client Name	Date of Birth	Telephone Number	
Address	City	State	ZIP Code
Unit	Case Number		

An accounting is a list of each disclosure of your PHI made by a unit of the North Dakota Department of Human Services (DHS). It may not contain the following disclosures:

- Disclosures made more than six years before your request;
- Disclosures made before April 14, 2003;
- Disclosures authorized by you;
- Copies of your record given to you;
- Disclosures related to treatment, payment, or health care operations;
- Disclosures to family members, or others that you have identified as being involved in your care;
- Disclosures for national security or intelligence purposes;
- Disclosures made to correctional institutions or law enforcement officials as allowed by Federal HIPAA Privacy Rules;
- Disclosures otherwise permitted or required by Federal HIPAA Privacy Rules, 45 C.F.R. § 164.502; and
- Disclosures made as part of a limited data set as allowed by Federal HIPAA Privacy Rules.

Fees: The first request in a 12-month period is free. There may be a reasonable cost-based fee for subsequent requests if 12 months have not passed since your last request.

Unless a health oversight agency or law enforcement official requests DHS to temporarily suspend an accounting of disclosures, an accounting of disclosures will be provided within 60 days from the date of this request unless you are notified in writing that an extension of up to 30 days is needed.

I would like an accounting of disclosures for the following time period (be specific):
From: To:

Signature of Client or Legal Representative	Date

FOR DHS USE ONLY

Date Given to Client or Legal Representative	Fee	Staff Member Processing Request