

Stark County Board of Developmental Disabilities

HIPAA Procedure 11: HIPAA Request for an Accounting of Disclosures	Effective: 4/14/2003
Chapter 2: Agency Administration	Page 1 of 1

Subject: HIPAA Request for an Accounting of Disclosures

An individual served, legal guardian, or parent or legal guardian of an individual under the age of eighteen (hereinafter referred to as “Individual Served”), has a right to an accounting of disclosures of Protected Health Information (PHI). Disclosure means a release or divulgence of PHI by the Board to persons or organizations outside the Board’s workforce or Business Associates.


A request for an accounting is to be made on the [HIPAA-2 form](#). Any clarification or questions regarding the Request for Accounting form may be referred to the Privacy Officer.

Upon receiving a completed HIPAA-2 form, the form should be sent to the Privacy Officer. The Privacy Officer will send the original form to the appropriate Compliance Committee Member who shall oversee and respond to the request and be responsible for filing the original form in the departmental file of the Individual Served.

Each Individual Served may make one (1) Request for Accounting annually at no charge during the period July 1 through June 30 of the following year. The Privacy Officer is responsible for tracking all accounting requests made by Individuals Served. Should, during that time period reflected above, more than one (1) request have been made, the Privacy Officer will contact the requestor and inform him/her in advance of the fee and give the requestor an opportunity to withdraw or modify their request in order to avoid or reduce the fees. The Privacy Officer shall notify the applicable Compliance Committee Member who shall forward the requested information to the Individual Served.

All fees charged are to be submitted to the Board’s Finance Department and a receipt provided to the person making the payment.

Fees shall be reasonable and be based upon the cost of duplicating the information. Fees shall not in any way be intentionally set to deter a request for accounting. The Privacy Officer will inform the applicable Compliance Committee Member should there be a need to collect a fee prior to releasing the requested log to the Individual Served.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Applies to:</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;">No</td> </tr> <tr> <td>All Employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td>See Current Bargaining Agreement</td> <td></td> <td></td> </tr> </table>	Applies to:	Yes	No	All Employees	X		Non Represented			SCEPTA			SCDD SSA			See Current Bargaining Agreement			<p>Historical Resolution Information Policy 2.22 HIPAA</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;">Resolution</td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </table> <p>Procedure Revision 6/7/12</p>	Date	Resolution	1/19/13	01-09-13
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Superintendent’s Signature: 	Reviewer(s): Privacy Officer Security Officer																						