

Stark County Board of Developmental Disabilities

HIPAA Procedure 12: HIPAA Accounting Log	Effective: 4/14/2003
Chapter 2: Agency Administration	Page 1 of 1

Subject: HIPAA Accounting Log

An individual served, legal guardian, or parent or legal guardian of an individual under the age of eighteen (herein referred to as "Individual Served"), has a right to request an accounting of the disclosures made of an individual's protected health information (PHI) pursuant to [HIPAA Procedure 11, Request for an Accounting of Disclosures](#). Accordingly, the Board must maintain a log, or tracking system, of disclosures.

A disclosure means a release or divulgence of PHI by the Board to persons or organizations outside of the Board's workforce or Business Associates. According to the Privacy Rule, the Board must track and keep a log of all disclosures of PHI for non-TPO (treatment, payment and healthcare operations). Notwithstanding, all workforce members must track on the PHI Disclosure Log, [HIPAA-DL-1](#), every disclosure of PHI to an outside person or entity (i.e., someone who is not a Business Associate) that has been made without a prior authorization of the Individual Served, even if the disclosure is for treatment or healthcare operations. Each PHI Disclosure Log must be individual specific.

Applies to: Yes No All Employees X Non Represented SCEPTA SCDD SSA See Current Bargaining Agreement	Historical Resolution Information Policy 2.22 HIPAA <table style="width: 100%;"> <tr> <td style="text-align: left;">Date</td> <td style="text-align: left;">Resolution Number</td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </table> Procedure Revised 6/11/12	Date	Resolution Number	1/19/13	01-09-13
Date	Resolution Number				
1/19/13	01-09-13				
Superintendent's Signature: 	Reviewer(s): Privacy Officer Security Officer				