GRANT COUNTY FIRE PROTECTION DISTRICT NO. 3
DOCUMENTING AND ACCOUNTING FOR
DISCLOSURES OF HEALTH INFORMATION

1. Disclosures of Health Information, with the exception of the following exempt disclosures shall be recorded and included in the Patient's medical record.

    a. Disclosures to carry out treatment, payment and health care operations (70.02.020 and §164.528);

    b. Disclosures to the individual of his or her own Health Information(70.02.020 and §164.528);

    c. Disclosures made for national security purposes(70.02.020 and §164.528);

    d. Disclosures made to law enforcement officials(70.02.020 and §164.528);

    e. Disclosures pursuant to an authorization where the patient authorized the disclosure of health care information about himself or herself (70.02.020);

    f. Disclosures incident to a use or disclosure that is otherwise permitted or required (70.02.020);

2. A Patient has a right to receive an accounting of the disclosures of his or her Health Information for the six (6) years prior to the date on which the accounting is requested unless the District is notified by a health oversight agency or law enforcement official that disclosure would impede the agency activities.

3. Information to be recorded for the accounting of Health Information disclosures shall include: date of request, brief description of Health Information released, name and address (if known) of the recipient of the Health Information, a brief statement of the purpose of the disclosure, date of disclosure, and name of individual releasing Health Information.

4. The District Privacy Officer shall handle Health Information disclosure accounting requests and the processing of requests.

5. To document disclosures of Health Information:

    a. If a Patient authorization for the release of Health Information form has been signed, place the signed authorization form in the Patient's medical record.

    b. If an authorization for the release of Health Information has not been obtained, record a description of the disclosure on an accounting log and place in the Patient's file.

6. When a request is made for an accounting of Health Information disclosures:

   a. Verify the identity and authority of the Patient if not known;

   b. Advise the Patient if a fee is required. Each Patient is entitled to one accounting disclosure without charge every twelve months;

   c. Review the Patient record for the documented disclosures and record those disclosures on an accounting log, excluding disclosures to third-party payors;

   d. If multiple disclosures have been made to the same individual or entity for a single purpose during the accounting period requested, the accounting may, with respect to these disclosures, be summarized, e.g., list the initial disclosure, the frequency, periodicity, or number of disclosures made, and the date of the last disclosure;

   e. Accounting disclosures shall be provided within 60 days of receipt of a disclosure accounting request. The time period may be extended to 90 days with written Patient notification, within the initial 60 days, of the reasons for a delay and the expected date of providing the accounting;

   f. A copy of the written accounting that is provided shall be maintained as part of the Patient medical record.