

**Cameron University
Health Plan**

Request for Accounting of Disclosures — Health Plan

Last Name: _____ First: _____ Middle: _____
Member ID Number: _____ Birthdate: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: () _____ Alt. Phone: () _____ Cell Phone: () _____

REQUEST FOR ACCOUNTING OF DISCLOSURES:

I request an Accounting of Disclosures of the protected health information in my designated record set covering the period from _____ to _____ (not to exceed 6 years, nor be for disclosures prior to April 14, 2003) maintained or created by the University Health Plan.

I understand that the first Accounting in a 12-month period is free of charge, but I can be charged a reasonable fee for any additional accountings during that period. I will be notified of any charge in advance.

I understand that the Accounting must include all disclosures, except for disclosures:

1. to carry out treatment, payment, or health care operations;
2. of my own protected health information to me;
3. incident to a use or disclosure permitted by the HIPAA Privacy regulations;
4. pursuant to my Authorization;
5. to persons involved in my care;
6. for national security or intelligence purposes;
7. to correctional institutions or law enforcement officials to provide them with information about a person in their custody;
8. as part of a limited data set; or
9. that occurred prior to April 14, 2003

Signature Title, if legal representative* Date
*May be requested to show proof of representative status.

NOTICE TO MEMBER:

Your request for an Accounting of Disclosures of your protected health information is applicable **only** to the information maintained by Cameron University Health Plan. If you would like to request an Accounting of Disclosures of your protected health information from any other University entity, a separate request must be submitted to that University entity. **(This request is applicable only to records disclosed by the Cameron University Health Plan.)**

* A designated record set is the medical and billing records about individuals; or the enrollment, payment, claims adjudication, and case or medical management records systems; used, in whole or in part, by University Personnel to make decisions about individuals, regardless of who originally created the information and that are maintained, collected, Used, or disseminated by or for a University Health Care Component.