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Board Certified Orthopaedic Surgeon

Patient Record of Disclosures

In general, the HIPAA privacy rule gives individuals the right to request the uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI be made by alternative means, such as sending correspondence to the individual's office instead of the individual's home.

I wish to be contacted in the following manner (check all that apply):

○ **Home Telephone:** _____ ○ Okay to leave message with detailed information ○ Leave message with call back number only	○ **Work Telephone:** _____ ○ Okay to leave message with detailed information ○ Leave message with call back number only
○ **Written Communication:** ○ Okay to mail to my home address ○ Okay to mail to my work/office ○ Okay to fax to this number: _____	○ **Other:** _____ _____ _____

_____ _____
Patient Signature **Date**

_____ _____
Print Name **Date**

The Privacy Rule generally requires healthcare providers to take reasonable steps to limit the use of disclosure of and requests for PHI to the minimum necessary to accomplish the intended purpose. These provisions do not apply to uses and disclosures made pursuant to an authorization requested by the individual.

Health care entities must keep records of PHI disclosures. Information provided below will constitute a record.
Note: Uses and disclosures of information may be permitted without prior consent in an emergency.

For Office Use Only

Record of Disclosures of Protected Health Information

Date	Disclosed to Whom Address or Fax Number	(1)	Description of Disclosure/ Purpose of Disclosure	By Whom Disclosed	(2)	(3)