MAXA INTERNAL MEDICINE ASSOCIATES, P.C. PATIENT RECORD OF DISCLOSURES

In general, the HIPPA privacy rule gives individuals the right to request restrictions on uses and disclosures of their protected health information ("PHI"). The individual also has the right to request confidential communications or that transmission 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:	
O.K. to leave message with detailed information.	
Leave message with call-back number only.	
Work Telephone:	
Work Telephone: O.K. to leave message with detailed information.	
Leave message with call-back number only.	
Written Communication	
O.K. to mail to my home address.	
O.K. to mail to my work / office address.	
O.K. to mail to fax to this number:	
Other	
Other:	
Patient Signature	Date
Print Name	Birthdate

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

Healthcare entities must keep records of PHI disclosures. The information provided below, if completed properly, will constitute an adequate record. Note: Uses and disclosures to TPO may be permitted with prior consent in an emergency.

RECORD OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

Date	To Whom Disclosed	Description of Disclosure	By Whom Disclosed