



Oklahoma State University

Title: Provision of the Accounting	Policy #: PRV-12.03
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.528(c)
Standard: Right to an Accounting of Disclosure of Protected Health Information	Responsibility: Health Care Components
Effective Date: 4/14/2003	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To identify how OSU must provide the accounting to the individual.

POLICY:

1. OSU must act on the individual's request for an accounting, no later than 60 days after receipt of such a request, as follows: *§164.528(c)(1)*
 - a. OSU must provide the individual with the accounting requested; or *§164.528(c)(1)(i)*
 - b. If OSU is unable to provide the accounting within the time required as stated above, OSU may extend the time to provide the accounting by no more than 30 days, provided that:
§164.528(c)(1)(ii)
 - i. OSU, within the time limit provided above, provides the individual with a written statement with the reasons for the delay and the date by which OSU will provide the accounting; and *§164.528(c)(1)(ii)(A)*
 - ii. OSU may have only one such extension of time for action on a request for an accounting.
§164.528(c)(1)(ii)(B)
2. OSU must provide the first accounting to an individual in any 12 month period without charge. OSU may impose a reasonable, cost-based fee for each subsequent request for an accounting by the same individual within the 12 month period, provided that OSU informs the individual in advance of the fee and provides the individual with an opportunity to withdraw or modify the request for a subsequent accounting in order to avoid or reduce the fee. *§164.528(c)(2)*

PROCEDURE:

Upon receipt of the request, the HIPAA Compliance Office shall gather all such known disclosures, if any, and present them to the individual within the time frame listed in this policy.

The HIPAA Compliance Office shall keep record of all requests for an Accounting of Disclosure.