



Oklahoma State University

Title: Documentation	Policy #: PRV-12.04
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.528(d)
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 what OSU must document in regards to a request for an accounting.

POLICY:

OSU must document and retain the following as required by §164.530(j): §164.528(d)

1. The information required to be included in an accounting for disclosure of PHI that are subject to an accounting; §164.528(d)(1)
2. The written accounting that is provided to the individual; and §164.528(d)(2)
3. The titles of the persons or offices responsible for receiving and processing such requests for an accounting by individuals. §164.528(d)(3)

PROCEDURE:

Copies of accountings will be retained within the medical record and/or Electronic Health Record of the individual. The OSU HIPAA Compliance Office is responsible for receiving requests for accounting.