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| **POLICY TITLE:** | **Tracking Disclosures of Protected Health Information** - CP31 |
| **APPLIES TO:** | All Clinical Staff at Caregiver Grove Behavioral Health |
| **EFFECTIVE DATE:** | December 1, 2018 |
| **ANNUAL**  **REVIEW DATE:** | January 1 (each calendar year)  Reviewed: July 1, 2019  Updated: January 21, 2024  Reviewed: August 7, 2024 |
| **PURPOSE:** | The purpose of Caregiver Grove Behavioral Health’s Tracking Disclosures of Protected Health Information (PHI) policy is to ensure that all disclosures of PHI are accounted for. |
| **DEFINITION:** | Caregiver Grove Behavioral Health Tracking Disclosures of PHI is the policy and process used to keep record of PHI disclosures. |
| **POLICY** | Caregiver Grove Behavioral Health will comply HIPAA regulations as it relates to the tracking of PHI disclosures.  **Procedure**   1. All disclosures of PHI that require documentation in accordance with HIPAA regulations will be recorded in the in the client’s electronic health record. Using the Accounting of Disclosures of PHI form, the information that will be recorded for each disclosure is as follows:  * The date of the disclosure * A brief statement of what information was disclosed * The name and address of the entity receiving the PHI * A brief statement of the purpose of the disclosure (a copy of the patient’s written authorization can be used in place of the brief statement of the purpose of the disclosure) |
| **APPLICABLE STANDARDS:** | HIPAA |
| **EXCEPTIONS:** |  |
| **APPROVERS:** | John Tooson IV | Chief Executive Officer (CEO)  Arnethia Levey | Vice President, Program Development & Compliance |