

# UConn

## Administrative Policy 2003-18 Accounting of Disclosures of Protected Health Information

<b>Title</b>	Accounting of Disclosures of Protected Health Information
<b>Policy Owner and Contact Information</b>	Office of Healthcare Compliance and Privacy, <a href="mailto:privacyoffice@uchc.edu">privacyoffice@uchc.edu</a> Health Information Management
<b>Campus Applicability</b>	UConn Health
<b>Applies to</b>	All UConn Health workforce members, including employees, faculty, staff, students, residents, volunteers and other individuals with approved access to Protected Health Information.
<b>Effective Date</b>	4/5/2021

### PURPOSE:

To comply with certain provisions of the Health Insurance Portability and Accountability Act of 1996 and the associated regulations (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) regarding an individual's right to receive an accounting of disclosures of Protected Health Information (PHI) made by UConn Health.

### POLICY STATEMENT:

UConn Health maintains an accounting of all disclosures of an individual's PHI as required by law and set forth in related UConn Health Procedures.

UConn Health will provide individuals an accounting of disclosures of their PHI made by UConn Health, upon their request, to the extent and in the manner required by law.

### DEFINITIONS:

[Privacy Definitions](#)

### PROCEDURES/FORMS:

- [Procedures for #2003-18 Accounting of Disclosures of Protected Health Information](#)
- [Accounting Log for Disclosures of PHI for 50 or more Research Subjects HCH 1354](#)
- [Protected Health Information Disclosure Tracking Log HCH 1355](#)
- [Requests for Accounting of Disclosures of PHI Form HCH 1353](#)

### REFERENCES:

45 C.F.R. § 164.528 (HIPAA Privacy Rule)

### ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi (Signed)  
UConn Health Chief Executive Officer

4/5/2021

Kiki Nissen (Signed)  
Administrative Policy Committee Vice-Chair

4/1/2021

Janel Simpson (Signed)  
Administrative Policy Committee Chair

4/5/2021

**POLICY HISTORY:**

**New Policy Approved:** 4/14/03  
**Revised:** 4/5/21