

**CONNECTICUT VALLEY HOSPITAL
OPERATIONAL POLICY MANUAL**

SECTION II: ORGANIZATION-FOCUSED FUNCTIONS

POLICY 10: Management of Information

POLICY 10.17: Accounting of Disclosure of Protected Health Information

Policy:

It is the policy of Connecticut Valley Hospital (CVH) to provide patients/personal representatives with an accounting of disclosures of Protected Health Information (PHI) made by CVH in the six years prior to the date on which the accounting is requested in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. The exception is for disclosures not required by law or disclosures made prior to April 14, 2003.

The accounting shall be provided within 60 days of receipt of the request. *(See OP&P Procedure 10.17, Accounting of Disclosures of Protected Health Information for details).*

Governing Body Approval: 02/13/03