

# REQUEST FOR AN ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION BY PARENT, GUARDIAN OR LEGAL REPRESENTATIVE

File Number: \_\_\_\_\_

You have the right to request the Department of Health Care Services to account for the disclosures of personal California Children's Services (CCS) protected health information. You are not entitled to an accounting of disclosures to carry out treatment, payment, or health care operations; when you have authorized the disclosure; or when the disclosure is to the CCS client's family, relatives, or others involved in the client's care. You are also not entitled to an accounting of disclosures for National Security or intelligence purposes and to law enforcement officials. A photocopy of your identification and documentation of your address must accompany this form. Mail this completed form to:

Attention: HIPAA Representative  
Department of Health Care Services  
Children's Medical Services Branch  
California Children's Services  
Sacramento Regional Office  
MS 8105  
1515 K Street, Room 400  
P.O. Box 997413  
Sacramento, CA 95899-7413  
(916) 327-3100

<b>CLIENT FOR WHOM YOU ARE REQUESTING AN ACCOUNTING OF DISCLOSURES</b>			
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	
ADDRESS:	CITY/STATE:	ZIP CODE:	
CLIENT INDEX NUMBER (CIN):	DATE OF BIRTH:	DATE OF DEATH: (IF APPLICABLE)	
<b>DEATH CERTIFICATE MUST BE ATTACHED</b>			
<b>PARENT, GUARDIAN, OR LEGAL REPRESENTATIVE INFORMATION</b>			
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	
ADDRESS:	CITY/STATE:	ZIP CODE:	
DAYTIME TELEPHONE NUMBER: (     )	EVENING TELEPHONE NUMBER: (     )	EMAIL ADDRESS:	BEST HOURS TO REACH YOU:

**WHAT LEGAL AUTHORITY DO YOU HAVE TO REQUEST AN ACCOUNTING OF DISCLOSURES FOR THE CLIENT ABOVE?**

- PARENT  CONSERVATOR  
 GUARDIAN  EXECUTOR OF WILL  
 MEDICAL POWER OF ATTORNEY  OTHER

PLEASE ATTACH LEGAL DOCUMENTATION VERIFYING THAT YOU ARE THE PARENT, CONSERVATOR, GUARDIAN, EXECUTOR OF A DECEDENT'S WILL, OR HAVE MEDICAL DECISION-MAKING AUTHORITY FOR THE CLIENT.

**IDENTIFYING INFORMATION**

COPY OF IDENTIFICATION ATTACHED

TYPE: \_\_\_\_\_ (CA DRIVER'S LICENSE, CA DMV IDENTIFICATION CARD, STATE OR FEDERAL EMPLOYEE ID CARD)

NUMBER: \_\_\_\_\_

**I REQUEST THAT THE DEPARTMENT OF HEALTH CARE SERVICES ACCOUNT FOR THE DISCLOSURE OF PROTECTED HEALTH INFORMATION.**

FROM: \_\_\_\_\_ (MONTH/YEAR) TO: \_\_\_\_\_ (MONTH/YEAR)

**I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.**

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**(IF NO IDENTIFICATION IS ATTACHED, YOUR SIGNATURE MUST BE NOTARIZED.)**

NOTARIZED BY: \_\_\_\_\_ ON \_\_\_\_\_ (DATE)

NOTARY PUBLIC NUMBER: \_\_\_\_\_

UNOFFICIAL UNLESS STAMPED BY NOTARY PUBLIC:

ADDRESS VERIFICATION ATTACHED

FORM OF ADDRESS VERIFICATION \_\_\_\_\_ (UTILITY BILL,  
PHONE BILL, DRIVER'S LICENSE, ETC.)

**NOTE: ANY ATTEMPT TO FALSELY GAIN ACCESS TO PROTECTED HEALTH INFORMATION IS  
SUBJECT TO LEGAL PENALTIES.**