REQUEST FOR AN ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

File Number: _____

You have the right to request the Department of Health Care Services, California Children's Services (CCS) program to account for the disclosures of your 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 your family, relatives, or others involved in your 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
Northern California Regional Office/ San Francisco
575 Market Street, Suite 300
San Francisco, CA 94105
(415) 904-9699

CLIENT INFORMATION			
LAST NAME:		FIRST NAME:	MIDDLE INITIAL:
ADDRESS:		CITY/STATE:	ZIP CODE:
CLIENT INDEX NUMBER (CIN):		DATE OF BIRTH:	
DAYTIME TELEPHONE NUMBER: ( )	EVENING TELEPHONE NUMBER: ( )	EMAIL ADDRESS:	BEST HOURS TO REACH YOU:

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 MY 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.