

[NAME OF PRACTICE]

**ACCOUNTING OF DISCLOSURES**

Dear \_\_\_\_\_:

We received your request for an accounting of disclosures of protected health information on \_\_\_\_\_, 20\_\_\_\_. We [set forth below] <or> [enclose] an accounting of those disclosures that, by law, must be provided in response to your request.

<b><u>Information Disclosed</u></b>	<b><u>Date Disclosed</u></b>	<b><u>Disclosed To:</u></b>	<b><u>Purpose of Disclosure, if Covered Entity was allowed to request this information</u></b>
	[Note: For multiple disclosures to the same entity, include all information for first such disclosure, how often or when subsequent disclosures were made, and the date of the last disclosure.]	[Note: Include contact information, if known.]	[Note: If disclosure was made pursuant to a written request, you may include copies of the written request instead of describing the purpose of the disclosure.]

There is no charge for this accounting. However, if you request additional accountings within the next 12 months, there will be a charge to you for our costs in complying with your requests.

Please call us at [Telephone Number of Practice] if you have any questions.

Sincerely,

[Name of Privacy Official], Privacy Official  
[Name of Practice]