Date

Name

Address

Dear      ,

The accounting of disclosures you requested on       is attached: [NOTE: Only Use the following language if it’s a second accounting within 12 months.]] [[We are authorized to charge you for this Disclosure accounting because you received a Disclosure accounting from us within the last 12 months. The charge is $     .

Under HIPAA, an accounting of disclosures does not need to include the following:

(a) for treatment, payment, or health are operations activities,

(b) directly to the client/patient or the client’s/patient’s personal representative;

(c) as part of a limited data set for research, public health or health care operations activities,

(d) for national security or intelligence purposes, or to law enforcement or correctional institutions regarding persons in lawful custody,

(e) incidental to a permitted or required use or disclosure;

(f) to persons involved in the client’s/patient’s care;

(g) any other purpose authorized under HIPAA; or

(h) seven years prior to the date of request.

If you have questions regarding the disclosure accounting, please contact me.

Sincerely,

[Signature]