3364-90-11						
President	September 13, 2023					
Privacy Officer and Di Health Information Management	r of April 14, 2003					
Hybrid and affiliated covered entit of Toledo	Iniversity					
:						
New policy		Minor/technical revision of existing policy				
Major revision of existing policy	Х	Reaffirmation of existing policy				

(A) Policy statement

The university of Toled ofn@ndocumenting disclosures of PHI. T system of documentation will enable UToledo to respond to individual requests accounting of disclosures in a timely and efficient manner as the law requires.

(B) Purpose of policy

To ensure appropriate monitoring and documentation of disclosures of PHI in order

- temporarily suspend access for no more than 30 days from the date the oral request was made unless a written request from the agency is received during this period.
- (c) Request for accounting. Patients who would like to request an accounting of disclosures of their PHI should be referred to HIM. Patients will be asked to complete and submit a "Request for an accounting of PHI disclosures"

B M TD 8

