



**Accounting of PHI Disclosures Alternative Form
(50+ Individuals)
(Form Date: 3/2022)**

Section I: Instructions

1.	Use this form to document the necessary information when there will be disclosures of protected health information (PHI) about 50 or more individuals made during research that requires an account of such disclosures. For information on which research projects require an account of PHI disclosure, review IRB 20.5: Accounting of disclosures of PHI for Research
2.	One form can be completed for the entire research project to cover all potential disclosures.
3.	This form must also accompany the CHS CIRB Request Form with the Protocol Submission Form for the initial IRB review of the protocol.
4.	If any information provided on this form changes during the course of the research, an updated Accounting Form must be completed and resubmitted.
5.	If the research project involves disclosing PHI about fewer than 50 individuals, use the Accounting of PHI Disclosures (Single Individual) Form instead.

Section II: Research Project Information

1.	An individual's PHI may or may not be disclosed for the following research project: a. Project/Protocol Title: b. Principal Investigator Name: c. Name/title of Person Releasing PHI:
2.	Description, in plain language, of the research project, including the purpose of the research and the criteria for selecting particular records:
3.	Description of the type of PHI that will be disclosed: Attach Request Form
4.	Period of time that disclosures are likely to occur: Begin Date: Date of Last Disclosure:
5.	Contact information of the person or entity that sponsored the research: a. Name: b. Address: c. Telephone:
6.	Contact information of outside researchers to whom PHI will likely be disclosed. NOTE: Add this information when it is available. CHS requires information for maximum of three outside researchers. 1. 1 st Outside Researcher a. Name: b. Address: c. Telephone Number: 2. 2 nd Outside Researcher a. Name: b. Address: c. Telephone: 3. 3 rd Outside Researcher a. Name: b. Address: c. Telephone: