



**Accounting of PHI Disclosures (Single Individual) Form
(Form Date: 1/2022)**

Subject Identification:

Name:

Medical Record #:

Section I: Instructions

1.	Use this form to document the necessary information when there will be disclosures of protected health information (PHI) about a single individual 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.	A separate form must be completed for each individual. Multiple disclosures about the individual to the same person/entity for the same research project can be documented on one form.
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 more than 50 individuals, use the Accounting of PHI Disclosures (50 + Individuals) 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:
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Section III: PHI Disclosure Information

1.	Medical Record Number (MRN#) of the individual whose PHI was disclosed:
2.	Date of the first disclosure: Date of last disclosure:
3.	Contact information of the person/entity will receive the PHI: Name: Address: Email:
4.	Description of the PHI that was disclosed: Attach the Request of the Accounting of Disclosure Form.
5.	Purpose of the Disclosure: Attach the Request of the Accounting of Disclosure Form.
6.	Will there be multiple disclosures about this individual to the same person/entity for this research project? <input type="checkbox"/> No > STOP and submit the completed form <input type="checkbox"/> Yes > Complete a. and b.: a. What is the planned frequency and number of disclosures that will be made about this individual? b. What is the date of the last disclosure that will be made about this individual?