When PHI is disclosed to a third party for purposes OTHER THAN the following, it must be tracked in UCMC’s web-based Disclosure Tracking system (DisclosureTrac).

- Disclosures for purposes of treatment, payment, or health care operations.
- Disclosures after a patient’s signed authorization is obtained (authorization shall be maintained in the patient’s medical record).
- Disclosures which PHI has been de-identified.
- Disclosures to the patient regarding his/her own health information.

Below are categories for which disclosures NEED to be accounted. More information can be found on the HIPAA Program Office website – see the Accounting of Disclosures Definition Table.

- Abuse/Neglect
- Communicable Disease Exposure Notification
- Coroner, Medical Examiner or Funeral Director
- Judicial, Legal and Administrative Proceedings
- Employment Related - (OSHA)
- Erroneous – (e.g. Misdirected fax or message left on answering machine)
- FDA Reporting
- Government Protective Services
- Health Oversight Activities
- Military- Benefits Determination (e.g. CHAMPUS, Tricare)
- Organ Procurement – Gift of Hope
- Law Enforcement
- Public Health Authority
- Wound or Injury Reporting

Our patients have a right to receive a report listing specific information related to disclosures that need to be accounted for under the HIPAA Privacy Rule.

To enter disclosures you need access to the DisclosureTrac system. The DisclosureTrac Software and Downtime/Tracking Form can be found at [http://home.uchospitals.edu](http://home.uchospitals.edu). (Select the TAB: Clinical > COMPLIANCE > Disclosure Tracking)

To request a password and/or training contact Marjorie LaPlanche, HIM Project Manager, at 5-0199

Contact the HIPAA Program Office at 4-9716 with questions or visit our website at [http://hipaa.bsd.uchicago.edu](http://hipaa.bsd.uchicago.edu)