

RIVERVALLEY AND AFFILIATES  
ACCOUNTABLE DISCLOSURE TRACKING LOG

For each consumer, you are required to keep a log of all disclosures of PHI for non-TPO reasons for which you did not receive a signed authorization from the consumer. For each disclosure, fill in the date it occurred along with a description of type of disclosure. In addition, you need to provide a description of the PHI disclosed along with the names and titles to whom it was disclosed.

Patient Name:

Medical Record Number:

Date Disclosed	To Whom PHI Was Disclosed	Address, if known	Brief Description of PHI Disclosed	Purpose of Disclosure	Disclosed by Emp. Number, Cost Center or Full Name

Note: The company must retain documentation and tracking logs for each consumer for six (6) years from the date of its creation or the date when it last was in affect whichever is later.