

INSTRUCTIONS

DHS 8027 (03/03)

Request for Accounting of Disclosures of Health Information

Purpose:

1. To allow a request for accounting of disclosure of health information and Med-QUEST Division to inform the requestor MQD's response to the request to an accounting of disclosures of health information.

Specifics:

1. Name of the requestor must be documented.
2. Legal authority must be documented.
3. Time frame of the request must be documented
4. Mailing Address
5. Authorized Signature

MQD staff:

1. Verify the identity of the requestor.
2. Date stamp & route to MQD Administration.
3. Logs in correspondence database.
4. File duplicate copy of form DHS 8027 in Administration files.
3. Send original copy of form DHS 8027 to client/legal representative with date availability (on lower half of form).