

INSTRUCTIONS

DHS 8028 (03/03)

Request to Restrict Disclosure of Protected Health Information

Purpose:

1. To allow a request to restrict the disclosure of protected health information and Med-QUEST Division determination to the request.

Specifics:

1. Document the name of the requestor.
2. If legal representative, describe legal authority. (i.e. lawyer, court order, legal guardian, or legal parent etc.) Attach a copy of legal authority to DHS 8028.
3. The health information to be restricted must be stated.
4. Document health information to be restricted.
5. Document mailing address.

MQD staff:

1. Verify identity of requestor.
2. Route original copy of DHS 8028 to MQD Administration.
3. Log restriction in MQD correspondence database.
4. Fill out lower half of DHS 8028 with determination.
5. Document the date of response to the request.
6. Review check box for appropriate action:

Check box 1. Inform the requestor MQD shall restrict the disclosure as requested.

Check box 2. Inform the requestor MQD shall not restrict the disclosure of health information as requested.

Check box 3-5. Inform the requestor the reason for the denial.
7. File original copy of form DHS 8028 in Administration files.
8. Send duplicate copy of completed form DHS 8028 to case record & client/legal representative.