

## INSTRUCTIONS

### DHS 8027

#### Request for Accounting of Disclosures of Confidential 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

##### MQD staff:

1. Verify the identity of requestor.
2. File original copy of form DHS 8027 in Administration files.
3. Send duplicate copy of form DHS 8027 to client/legal representative with response (on lower half of form).