DISCLOSURE ACCOUNTING REQUEST

Great Bay Administrators

Purpose: This form is used to document an individual's request for an accounting of disclosures of protected health information

SECTION A: INDIVIDUAL REQUESTING DISCLOSURE ACCOUNTING

Full Name:	
Address:	
Telephone:	E-mail:
Identification Number:	Social Security Number:

TO THE INDIVIDUAL: PLEASE READ THE FOLLOWING AND COMPLETE THE INFORMATION REQUESTED

You have the right to an accounting of the disclosures we make of your protected health information. The maximum accounting period is the 6 years prior to your request, except we are not obligated to account for disclosures made before April 14, 2004. We also do not have to account for disclosures we make (a) for treatment, payment, or health care operations activities, (b) to you, to your personal representative, or pursuant to your authorization or informal permission, (c) as part of a limited data set for research, public health or health care operations activities, (d) for national security or intelligence purposes, or to law enforcement or correctional institutions regarding persons in lawful custody, or (e) incidental to an allowable disclosure. To exercise your right to a disclosure accounting, please complete Section B.

SECTION B: DISCLOSURE ACCOUNTING REQUESTED

Please specify the accounting period: From To

You are entitled to one free disclosure accounting each 12 months. We will charge you $ for each additional disclosure accounting you request during the same 12 month period.

AUTHORIZATION & SIGNATURE

Individuals Signature:	Date:
If this request is by a personal representative on behalf of the individual, complete the following:	
Personal Representative's Name:	Relationship to Individual:

YOU ARE ENTITLED TO A COPY OF THIS AUTHORIZATION AFTER YOU SIGN IT

PLEASE RETURN COMPLETED FORM TO:

Great Bay Administrators, 37 Industrial Drive Exeter, NH 03833,
or submit through our secure portal

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