

**Policy Number:** UFCD, Operations, 6.04  
**Effective Date:** May 2008  
**Last Revised Date:** April 2023  
**Next Review Date:** April 2025  
**Policy/Guideline Custodian:** Associate Dean  
of Clinical Affairs and Quality  
**Category:** Operations-Clinical

Title
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<b>Accounting of Protected Health Information (PHI) and the Disclosure Tracking System</b>
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Policy
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**Policy Statement**

UFCD will comply with the policies and procedures as established by the University of Florida Privacy Office regarding disclosure tracking.

**PROCEDURES:**

A. Request for PHI disclosure:

If any department receives a request for patient information either by direct letter or subpoena they should bring this request to Clinical Administration or to Patient Services area (D1-6) for action. Upon receipt of subpoena (either by mail or hand delivered) the staff will open the patient record in the patient management system (axiUm) and note whether this is an all-electronic health record or whether there is a paper record in the chart room. The record is located and brought to the Patient Services supervisor at UFCD.

The attorney's office requesting firm or agency is contacted for further information and to establish authenticity of the request. If there is any question about the authenticity of the request the Patient Services supervisor will contact the Associate Dean for Clinical Affairs & Quality to verify the request. If there are further questions, the Associate Dean for Clinical Affairs & Quality will seek counsel from the Health Science Center's Office of the General Counsel.

B. PHI duplication and tracking:

With the patient record and clear authenticity of request, the request for records is fulfilled as stated in the subpoena. The disclosure of PHI is noted on a disclosure sheet which is placed in the chart as well as logged in a PHI tracking log. This log is kept as a permanent record of this request. An invoice letter is attached to the original subpoena which accompanies the

duplicated material. A copy of this invoice letter and subpoena is placed in the patient's electronic health record.

The invoice will disclose the cost of copying the materials and will not exceed the actual cost of duplication as outlined in the **Florida Statute 466.004, rule 64B5-17.009 Patient Records; Copying Charges and Timely Release.**

#### C. Disclosure Tracking and Accounting

The subpoena disclosure is entered into the UF Disclosure Tracking and Accounting system by authorized UFCD users. Audits of this information are handled by the UF Privacy Office.

### References

[UF Privacy Office, Policies and Procedures, Section 3: Uses and Disclosures of PHI](#)

Florida Statute 466.004, rule 64B5-17.009 Patient Records; Copying Charges and Timely Release.

### Contact Information

#### Policy Contact

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### Important Dates

- Original Effective Date: May 2, 2008, Approver: Dr. Teresa A. Dolan, Dean
- Revised: June 2015, Approver: Dr. A. Isabel Garcia, Dean
- Reviewed and Revised: March 2023, Approver: Dr. A. Isabel Garcia, Dean