



PROVIDING ACCESS TO JUSTICE FOR  
SENIORS, VETERANS, AND OTHER UNDESERVED TEXANS

## **Required Notice for Accounting of Disclosures under 45 CFR 164.528**

Texas Legal Services Center and its programs assemble, collect, analyze, use, evaluate, store, and transmit protected health information. We do this on the behalf of HIPAA-designated covered entities like the Texas Health and Human Services Commission's enterprise agency the Department of Aging and Disability Services.

Federal privacy rules require covered entities like DADS to provide an accounting of certain disclosures, including certain disclosures by its business associates like us, to an individual or that individual's authorized representative, when requested. Our business associate contract provides that we will make such information available to the covered entity in order for the covered entity to fulfill its obligation to you.

There are rules that must be followed for accountings of disclosures of protected health information. For each disclosure, the accounting must include: (1) the date of the disclosure; (2) the name (and address, if known) of the entity or person who received the protected health information; (3) a brief description of the information disclosed; and (4) a brief statement of the purpose of the disclosure (or a copy of the written request for the disclosure). Accountings must be acted on within 60 days of receipt of the request.

Those certain disclosures that are not subject to an accounting are those made:

- to carry out treatment, payment and health care operations,
- to individuals about themselves,
- for a facility's directory or to persons involved in the individual's care,
- for national security or intelligence purposes,
- to correctional institutions or law enforcement officials, and
- disclosures that are more than six years old.

For questions or comments, contact Texas Legal Services Center's Privacy Official:  
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