ATTACHMENT B

Log to Track Disclosures of Protected Health Information

Patient Name (last, first)_____

The Final Privacy Rule requires SKIN CARE AND LASER PHYSICIANS OF BEVERLY HILLS to keep a log of all disclosures of PHI for reasons other than treatment, payment, and healthcare operations and those disclosures authorized by the patient, for which you did not receive a signed authorization from the patient. The practice must retain documentation and tracking log for each patient for six (6) years from the date of its creation or the date when it last was in effect, whichever is later. For each disclosure complete the following:

Date	Disclosed to Whom Address or Fax Number	Description of Disclosure./PHI Purpose of Disclosure	By Whom Disclosed	Approve+/Deny- Initials	Notes