

**OKLAHOMA STATE UNIVERSITY
CENTER FOR HEALTH SCIENCES**

ACCOUNTING FORM

Subject: Research Involving Disclosures About 49 or Fewer Individuals

Date: April 14, 2003

The Privacy Regulations issued under the Health Insurance Portability and Accountability Act (“HIPAA”) require that researchers account for all disclosures that they make of protected health information (“PHI”) for three types of research:

- A. “Record research” where the IRB has waived individual authorization;
- B. Research on decedents; and
- C. Reviews preparatory for research.

A disclosure is sharing PHI with someone outside the Oklahoma State University Center for Health Sciences (“OSU-CHS”) workforce. You should complete a separate form each time you make a disclosure about an individual in your study or activity.

This form should be used for disclosures in studies involving 49 or fewer individuals. However, another form may be used in these studies if you will make multiple disclosures of PHI about the same individual to the same recipient or if your study involves disclosures about 50 or more individuals. Separate Accounting Forms have been approved for such disclosures.

The Study or Activity Involved:

For record research (A above), provide study title and protocol number: _____

For research on decedents (B above) or reviews preparatory to research (C above), describe the activity in which the disclosure was made: _____

Name of the Individual Whose PHI was Disclosed: _____

For Each Disclosure of PHI About the Individual, Provide the Five Following Items:

1. The date of disclosure: _____
2. The name of the entity or person who received the PHI: _____

3. The address of the entity or person who received the PHI, if known: _____

4. A description of the PHI disclosed: _____

5. A brief statement of the purpose of the disclosure: _____

After this form is completed for each disclosure, submit it to OSU-CHS IRB Administrator.