CapitalCare EDMONTON AREA

Disclosure of Health Information Log

READ THIS FIRST

1. This log should only be used under certain conditions. Refer to Policy ADM-c-120 or attachment 7 “Flowchart for Making a Notation of a Disclosure”.
2. The notation number column (the second last column) is for tracking the information disclosed. Begin by using this column to number each disclosure in consecutive order. Then write this number on the bottom right hand corner of each ***original*** chart document included with the disclosure. Circling the numbers marked on the originals will make it easier to distinguish them from any previously used numbers. ***Example:*** The first time documents are disclosed, all original chart documents in that package would require a “1” (with a circle around it) on the bottom right hand corner. The second time those documents are disclosed they would require a “2” (with a circle around it) on the bottom right hand corner, etc. Because the “1” and “2” are circled, they aren’t confused with “12”.
3. Once the last row of this log is complete, attach a new page to this one and continue numbering from the previous page.

Disclosure Date	**Name of Person or Agency Submitting the Request**	**Method of Disclosure** *Check the appropriate box*		**Notation Number (#1, 2, 3, etc.)** *Mark the corresponding originals with the notation number*	**Initials of the Staff Member** *who made the disclosure*
		Fax	**Paper Copies**		