



Request For An Accounting Of Disclosures Of Health Information

- You have the right to ask the Illinois Department of Healthcare and Family Services (Agency) to tell you how it has shared your personal health information on and after April 14, 2003.
- You may request this accounting of all disclosures for a period of time up to six years from the date of your request.
- You can also ask for a summary of the ways the agency has disclosed your personal health information.
- Within 60 days after it receives your request, the Agency is required to give you an accounting or the summary you have requested or tell you if it needs more time to respond to your request.
- The first accounting or summary in any 12-month period is free. If you request more than one accounting or summary in a 12-month period, the Agency can charge you a fee for the cost of the copies of your personal health information or the cost of preparing the summary. You can change your request to reduce the fee.

My Name: _____ Date of Birth: _____

Recipient I.D. Number (RIN): _____

I request that the Agency give me an accounting of the ways it has disclosed my personal health information:

for six years from the date of this request

for this period of time: From _____ To _____

I request that the Agency give me a summary of the ways it has disclosed my personal health information:

for six years from the date of this request

for this period of time: From _____ To _____

Signature: _____ Date: _____

Send this Personal Representative Designation or Revocation to:

Privacy Officer
Office of the General Counsel
Healthcare and Family Services
201 S. Grand Ave. East, 3rd Floor
Springfield, IL 62763-1000

Fax: 1-217-524-2397

If you have any questions, contact the Privacy Office at the address to the left, or the phone number below. The call is free.

Toll-free telephone: 1-800-226-0768
(Health Benefits Hotline)
Toll-free for persons using a TTY:
1-877-204-1012

e-mail address:
HFS.privacy.officer@illinois.gov