

**Accounting Log for Individual Use and/or Disclosure of
Protected Health Information (PHI) in Research**

This form is used to track uses and/or disclosures of Protected Health Information (PHI) by TTUHSC El Paso (the covered entity) about a single individual for research approved by an IRB with a waiver of HIPAA authorization.

A waiver of HIPAA authorization for this research study was issued based on the following reasons:

- The research use of the health information does not represent more than a minimal risk to privacy
- The research could not be done without the requested health information
- It would not be practical to obtain signed authorizations from the research subjects
- The specific elements of health information requested are not more than the minimum necessary to accomplish the goals of the study

A separate form should be used to track uses and/or disclosures for each individual research subject. If you will be accounting for uses and/or disclosures involving 50 or more records, please use the Simplified Accounting Form (Attachment B).

Name of Subject: _____ **ID#:** _____

Title of Protocol: _____

IRB#: _____ **Date of Use and/or Disclosure:** _____

Name of the person/entity who received/used the PHI: _____

The address of such person/entity (if known): _____

A brief description of the PHI used and/or disclosed: _____

A brief statement of the purpose of the use and/or disclosure: _____

For Multiple Uses and/or Disclosures of the individual's PHI to the same person/entity, complete the section above for the first use and/or disclosure and the section below pertaining to subsequent disclosures:

Dates or frequency of the uses and/or disclosures: _____

Date of the last use and/or disclosure: _____

Please maintain this form securely in your research files