

# Mphasis Employee Health and Welfare Benefit Plan

## PRIVACY DISCLOSURE LOG

The privacy rules under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") require that a log be maintained when Protected Health Information ("PHI") has been disclosed, so that the disclosures can be accounted for based on the request of a covered individual. For disclosures involving PHI of an individual, complete Section A and Section B below; for those that involve disclosure of multiple individuals, complete Section B below and attach a listing of the individuals whose PHI was disclosed.

### ***Section A: Individual Whose PHI Was Disclosed***

Name: \_\_\_\_\_ SSNO: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_

### ***Section B: Information About Disclosure Made***

Date of Disclosure: \_\_\_\_\_

Name and address of person to whom disclosure made: \_\_\_\_\_

\_\_\_\_\_

Description of PHI disclosed (use reverse of form if additional space required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of the disclosure (use reverse of form if additional space required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form was completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature