

## PLUMAS COUNTY, CALIFORNIA

### REQUEST FOR AN ACCOUNTING OF DISCLOSURES

Federal regulations allow for certain disclosures to occur and not be accounted for. For information about the kinds of disclosures the County does not have to report, see the Notice of Privacy Practices which is available at all service sites or by request.

I understand that my right to an accounting of some, or all, disclosures may be suspended by the government under limited circumstances.

Date of Request: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

I want an accounting of disclosures that covers the following time period:

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*Note: The time period must not be longer than 6 years and may not include dates before April 14, 2003.*

I want the accounting of disclosures in the following form:

☐ On paper, and send to \_\_\_\_\_  
*Provide mailing address*

☐ On paper. I will pick it up. Please call me at this phone number \_\_\_\_\_  
when it is ready.

☐ Electronically, and send to \_\_\_\_\_  
*Provide an e-mail address*

I understand that Plumas County must give me the accounting of disclosures within 60 days, or tell me that it needs an extra 30 days or less to prepare it.

I am entitled to one free accounting in any 12-month period. Additional accountings will cost \$\_\_\_\_\_ each.

Signature of individual or representative: \_\_\_\_\_

If representative, give relationship: \_\_\_\_\_

If you believe your privacy rights have been violated, you may file a complaint with the County's Privacy Official or with the Secretary of the U.S. Department of Health and Human Services. Complaints must be made within 180 days of the known violation. **You will not be penalized for filing a complaint.**