

**GREATER NEW BEGINNINGS**

**DISCLOSURE LOG**

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The client/legal representative has the right to an accounting of disclosures made up to six (6) years prior to the date of the request.

**Instructions: This log is to be used for all disclosures of client information that is shared outside of the organization. All disclosures should be accompanied by a written release of information for any client record that was created while the client was enrolled within the agency by agency staff.**

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| --- | --- | --- | --- | --- | --- |
| **Date of Disclosure** | **Description of Disclosure (documents or type of information)** | **Name, Title, and Address of Person/Entity to Whom Information is Disclosed** | **Purpose for Disclosure** | **Person preparing Disclosure** | **Written Request Received?** |
|  |  |  |  |  | **[ ] YES****[ ] NO** |
|  |  |  |  |  | **[ ] YES****[ ] NO** |
|  |  |  |  |  | **[ ] YES****[ ] NO** |
|  |  |  |  |  | **[ ] YES****[ ] NO** |