

Application for Access to the Alan Mason Chesney Medical Archives for Research on Decedents

I, the undersigned, wish to access the Alan Mason Chesney Medical Archives ("Archives") materials in order to conduct research on decedents. These materials do or may contain protected health information ("PHI") as defined in the privacy regulations issued under the Health Insurance Portability and Accountability Act (the "Privacy Rule"). In connection with the request, I offer the following information and make the following representations:

Purpose of the research: (please describe) _____

Name(s) of decedent(s) or class of decedents whose materials are needed for this research: _____

Person(s) other than myself who will have access to the health information: _____

I make the following representations to the Archives:

- **My use of Archives materials is solely for the purpose of conducting the research described above on the decedent(s) or the class of decedents named above.**
- I understand that I may not request a decedent's medical history to obtain information about another living person such as a decedent's living relative.
- **I affirm that access to materials that may contain PHI is necessary for my research purposes.**
- **I agree to provide, upon request, documentation of the death of the decedent(s) whose PHI I am requesting or accessing.**
- I understand that I am responsible to document any disclosures of PHI including the date of each disclosure, the name and contact information for the organization or person to whom it was disclosed, a brief description of the information disclosed, and the reason for the disclosure¹.

Signature of Applicant

Date

Please type or print name

Archives Action:

- Approved
- Other action _____

Signature

Date

¹ The personal representative of an individual whose PHI you obtain may request an "accounting of disclosures" under the federal Privacy Rule. The individual may ask for an accounting for the six-year period prior to the request or since the applicable compliance date. An accounting for disclosures of identifiable health information is not required when PHI is shared with a researcher who is a workforce member of a Johns Hopkins covered entity.