THE UNIVERSITY OF TEXAS AT DALLAS CALLIER CENTER FOR COMMUNICATION DISORDERS

Form: HIPAA Privacy Complaint

COMPLAINT FORM CONCERNING PRIVACY OF PROTECTED HEALTH INFORMATION

Please type or print legibly in blue or black ink. This form must be fully completed in order to be considered as a written complaint. In addition, we may need to contact you for more information. Name: ______ Daytime phone: _____ Mailing Address: E-mail address to contact you about this complaint: **TELL US ABOUT YOUR COMPLAINT.** Please be specific. Include the approximate date(s) of the occurrence(s), the kind(s) of Protected Health Information involved; identify the name, title, and if available phone number or e-mail of any UT Dallas (including Callier Center) employees you think may have knowledge about your complaint; and anyone you want us to contact about your complaint. You may attach additional pages if necessary. Please bear in mind that we may need to request a signed Authorization from you in order to contact some individuals. Please enclose **COPIES** of any documents you wish to be considered in connection with your complaint. PLEASE DO NOT SEND ORIGINAL DOCUMENTS AS WE CANNOT RETURN THEM. PLEASE KEEP A COPY OF YOUR COMPLAINT FOR FUTURE REFERENCE IF POSSIBLE.

Please Complete Entire Form	Form: HIPAA Privacy Con	nplaint
Signature:	Date:	
If complaint is signed by a Per	sonal Representative of the Individual:	
Printed name of Personal Repr	resentative:	
Representative's authority to a	ct for the Individual:	
must verify that you are this in complaint. Please enclose any	Personal Representative of the individual, please note that we dividual's legal representative for purposes of filing this documents that support this authority (Power of Attorney, Corepresentative, can you be contacted at the address, e-mail or Yes No	ourt
If not, please provide your ma	iling address, e-mail address and phone number:	
Address:		
(street)	(city) (state) (zip)	
	Email address:	
This completed form should be	e addressed to:	
	HIPAA Privacy Officer UT Dallas Callier Center 1966 Inwood Road Dallas, TX 75235	
	For Callier Center Use Only	
Person processing complaint		
Date complaint logged		
Log number		

Action taken