San Bernardino County
Department of Behavioral Health

TRACKING OF PHI RECORDS DELIVERED LOG

Date Received	FPM Request Number	Description	Sent From	Medical Record Number	Intent of Delivery (including "return by" date)	Name/Signature of Intended Recipient	Date/ Final Outcome
6/15/15	002918	Entire original medical record	Medical Records	2258	Clinician (John Smith) to review and return to Medical Records w/ approval to release by 6/30/15	John Smith *John Smith*	6/22/15 Completed FPM Request for pick-up/delivery to Medical Records (FPM request #002952)

***Top row is an example.**