

Medical-Record Privacy

A Louisiana family checklist

Babcock Injury Lawyers | Reviewed October 27, 2026

Keep sensitive information secure. A chart request, an accounting of disclosures, and an investigation of employee access serve different purposes.

Provider: _____ Patient initials: _____

Date concern arose: _____ Date learned: _____

- ☐ Save the original notice, message, or other evidence that raised the concern. Write a dated timeline; distinguish known facts from suspicions.
- ☐ Identify the patient and your legal authority to request records. Ask how to provide identification or custody documents securely.
- ☐ Request the relevant treatment and billing records. Specify dates, electronic delivery if available, and a fee estimate.
- ☐ Separately request an accounting of disclosures for the relevant period. Its exceptions mean it is not a complete employee-access log.
- ☐ Ask the privacy officer to preserve relevant audit records, exports, communications, and investigation materials. Preservation does not guarantee production.
- ☐ Request an investigation, written findings that can lawfully be shared, and the basis for any denial or limitation.
- ☐ Keep delivery receipts, responses, and follow-up dates. An internal investigation does not necessarily preserve other deadlines.
- ☐ Consider an OCR complaint promptly. The usual filing period is 180 days after learning of the act or omission, subject to a good-cause extension.

Parents generally act for a child within their legal authority, but exceptions apply. School records may follow different rules. HIPAA does not itself provide a private damages action. Seek advice about the specific records and any separate Louisiana claim.

Next step / contact: _____

Deadline to confirm: _____ Reference number: _____

Notes: _____

Full guide, sample letter, and legal sources: stephenbabcock.com

Sources: 45 C.F.R. 164.502, 164.524, 164.528; La. R.S. 40:1165.1; HHS OCR.