

PATIENT ACCESS TO RECORDS REQUEST FORM

I request access to health information for:

NAME:	DOB / ID#
ADDRESS: City State Zipcode	PHONE: () -

SCOPE OF ACCESS

<input type="checkbox"/> All records	<input type="checkbox"/> Portion of records concerning:
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TYPE OF ACCESS REQUESTED

<input type="checkbox"/> Inspection	Please let me know when I may come to inspect the records. I understand that an employee of this organization may be present and that I may not make any marks or alter the records in any way.
<input type="checkbox"/> Copies	<input type="checkbox"/> All records requested OR <input type="checkbox"/> All records other than X-rays or other exclusions (e.g. psychotherapy notes)
<input type="checkbox"/> Transfer	<input type="checkbox"/> Records requested OR <input type="checkbox"/> Original X-rays or other exclusions TO: _____

ELECTRONIC COPIES: If you would like electronic copies, please complete the following:

<input type="checkbox"/> I would like the information identified above in a PDF file on:	<input type="checkbox"/> USB Thumb Drive <input type="checkbox"/> CD
I would like the electronic copies delivered:	<input type="checkbox"/> Held at Registration Counter for me to pick up
	<input type="checkbox"/> Mailed to me at:
	<input type="checkbox"/> Sent via unsecured email to:*

CHARGES: I understand that you may charge me a reasonable rate for costs incurred.

Inspection	Electronic copy	Cost of CD or thumb drive
Paper copies 5 cents per page	Mailing/ Delivery	Cost of postage
SIGNATURE OF PATIENT or AUTHORIZED REPRESENTATIVE		
Print name:		
RELATIONSHIP TO PATIENT		

*Risks of requests for an electronic copy by email:

If you request it, we will grant your request to send electronic copies via unsecured email to the email address you provided on this request form. By law, we must notify you that there is some level of risk in using unsecured email. For example:

- The email may be stored by the Internet Service Providers who provide transport of electronic mail
- Your email service provider has access to your stored emails
- A hacker or other unauthorized individual could use technical means to access the email
- Our office might inadvertently select the wrong recipient when sending the email
- Once the email is received at your end it may become vulnerable to unauthorized exposure.