

Patient's Request for Access to Protected Health Information

Date: _____ M.R. # or Account #: _____

Patient Name: _____

AKA/Other Names: _____

Date of Birth: _____ Phone: _____

Address: _____ City/State/Zip: _____

Covering the period of healthcare from (date): _____ to (date): _____

You have requested access to health information about you. To enable us to process your request, please read the following carefully and complete the requested information below.

There may be fees associated with your request. The form in which you access your information may determine the amount of such fees.

A. You would like to access the health information about you maintained by:

Glendale Memorial Hospital and Medical Center

B. Identify how you would like to access the health information:

- Inspect only
- Copy only (fees may apply)
 - Paper
 - Electronic USB Drive CD Email Other: _____
 - Secure Email: _____ Unsecure Email: _____

***If requesting unsecured email, I understand that using unsecured email may place my PHI at risk, and accept the risk of sending my PHI via unsecured mechanism.**

Inspect and copy (fees may apply)

C. You may obtain the following in lieu of a copy of the medical records:

- Written summary of health information (fees may apply)

D. Tell us which type of health information you want to access, not applicable for Online Patient Center (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Complete Health Records | <input type="checkbox"/> Emergency Room Records |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Progress Notes |
| <input type="checkbox"/> History and Physical | <input type="checkbox"/> Laboratory Tests |
| <input type="checkbox"/> Consultation Reports | <input type="checkbox"/> X-ray Reports |
| <input type="checkbox"/> Itemized Statement of Charges | <input type="checkbox"/> Itemized Statement including Charges, Payments and Adjustments |

Others (please specify): _____

E. Online Patient Center/Patient Portal Access Only



**PATIENT'S REQUEST FOR
ACCESS TO PROTECTED
HEALTH INFORMATION**

SPSGMH20094
(9/25) SPS.INDD

Patient Identification

Email Address: _____

F. Patient's Right to Direct Health Information to another person. You have the right to ask us to send your health information to a person of your choice. We need that person's name and full address. Please give that person's name and full address here:

Print Person's First Name and Last Name: _____

Print Address: _____

Print City/State/Zip Code: _____

The following classes of information are protected by special privacy laws and access may be subject to special rules or may be restricted under certain circumstances or access may require consultation with your physician or healthcare provider responsible for your care before release. If you are requesting access to records relating to any of the following, please initial each applicable item to confirm your request.

California Dignity Health Facilities:

_____ Mental health or developmental disability treatment records (excludes "Psychotherapy Notes").

_____ Substance abuse treatment records.

_____ HIV test results (This authorizes disclosure of laboratory test results only.) **Note that your records may include information concerning your HIV status even if you do not initial this line.**

All patients' (or personal representative's) request(s) for access to their health information are processed in the order received. Upon the hospital's receipt and review of your request, we will contact you with either denial or acceptance of the request. If your request is accepted we will contact you for a time and place when and how you may inspect and/ or obtain a copy of the records requested.

I have read and confirm the terms of access stated herein.

Patient or Personal Representative's Signature

Date

Print Name if Other Than Patient

Phone Number

Relationship to Patient or Personal Representative

ID Presented

Name of Hospital Employee Verifying Signatory Information

Title and Department

Patient Directed Right of Access Pick-up Signature

Date



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HEALTH INFORMATION**



SPSGMH20094
(9/25) SPS.INDD

Patient Identification

[Empty rounded rectangular box for patient identification]