AXISHealth System

Patient Request to Access Health Records Form

Patient Name:			
Address:			
City, State, Zip Code:			
Phone Number:			
Date of Birth:		**Last 4 of Social Security #**	
I am requesting (please check one):	☐ Copies of Health Records ☐ View Records Only		
Treatment Dates:			
Type of Information:	☐ **All** or: ☐Primary Care ☐Mental Health/Psychiatric ☐Substance Use ☐Dental		
Delivery Instructions: (Choose One)	☐ Patient Portal - primary care (email required): _____ ☐ Email (encrypted): _____ ☐ Paper (charges apply) ☐ mail to address above ☐ call to pick up at an Axis location ☐ Other: _____		
Documents/Information Requested:	☐ **Essential Records Only:** Encounter/Progress Notes, Diagnostic Evaluation/Assessment Update, Discharge Summary, Treatment Plan, Laboratory Tests, Imaging/Laboratory/Pathology Narrative Reports, Consultation Notes Or Specific Documents: ☐ Attendance ☐ Treatment Plan ☐ Other: _____ ☐ Billing Records ☐ Immunizations _____ ☐ Diagnostic Evaluation/Assessment Update ☐ Laboratory Results _____ ☐ Discharge Summary ☐ Medications _____ ☐ Progress Notes ☐ Problem List		

I certify that this request to access my health information is made voluntarily and the information given above is accurate to the best of my knowledge. I understand that Axis Health System may not be able to grant me access to certain types of health information. Requests for Mental Health and Substance Use Disorder information belonging to minors (ages 12-17) and Family Planning/Contraception (any age minor) must be signed by the minor patient to ensure compliance with legal requirements regarding access to patient records. I understand **fees apply for paper copies** of my health records that exceed 150 pages.

I am allowed (have legal authority) to sign on my own or on behalf of the patient; my ability has not been limited/restricted voluntarily or through legal process. I understand Axis Health System may ask for legal documents for verification.

_____ _____

Patient Signature (*Representative/Parent/Legal Guardian) Date

_____ _____

Name of Individual Signing on Patient's Behalf Relationship to Patient

HIM Use Only

Signature Verification: ☐ Driver's License ☐ Other Appropriate ID or previously signed document in chart ☐ Unable to verify

I am the healthcare provider for the above-named patient. I have reviewed the health record(s) to determine if they contain information relative to problems which, if revealed to the patient, is reasonably likely to endanger the life or physical safety of the individual or another person.

The health record(s) requested: ☐ May be released to the patient ☐ May **NOT** be released to the patient to prevent harm based on 45 CFR § 164.524(a)(3)(i-iii), 45 CFR 171.

Signature of Healthcare Provider: _____ Date: _____

Print Name: _____