

## Patient Request to Access a Designated Record Set

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In some areas, Providence Health & Services and affiliates may store patient records separately for hospitals.

We would be glad to fax a copy of this form to other facilities upon request.

You may attach an additional page if more room is needed than provided on the request form.

If you are requesting records for a deceased patient please contact the Central Release of Information Department to obtain an Affidavit of Surviving Spouse/Next of Kin and further directions.

Please forward this form to the Medical Record Department where you were seen. If you were seen at multiple facilities or are unsure of the appropriate contact information, you may forward the request to:


Providence Health & Services no longer prints or releases patient social security numbers unless required for billing. However, social security numbers may be included in patient records that is more than a few years old. The information you are requesting may include your social security number.

The facility, its employees, officers and physicians are hereby released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein.

## Patient Request to Access a Designated Record Set

Patient's Name:  DOB:

Prior Name(s) Used:  Contact Phone:

Patient's Address:

City:  State:  Zip:

Please disclose my records to:  myself at the address above or  the following recipient:

Name:  Address:

City:  State:  Zip:

Please send my records via:  MyChart  Paper  Disc  Email

Email Address:

I am requesting information from the following facility(s):

List Hospital(s) or Provider Name(s)	List Clinic(s) or Provider Name(s)

For the range of dates from:  to:

**Information to be disclosed:**

<input type="checkbox"/> History & Physical	<input type="checkbox"/> Discharge Summary
<input type="checkbox"/> Operative Report	<input type="checkbox"/> Emergency Department Report
<input type="checkbox"/> Diagnostic Reports (lab, x-ray, EKG, etc.)	<input type="checkbox"/> Progress Notes
<input type="checkbox"/> Other (specify): <input style="width: 200px;" type="text"/>	<input type="checkbox"/> Last 2 years Only

**Fees may be associated with this request. Some records are unavailable to receive via MyChart.**

Patient Signature:  Date:

(Print form and sign by hand)

Representative Name:  Date:

Representative Signature:  Relation to Patient:

(Print form and sign by hand)