

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

- ☐ Inspect only
☐ Copy only (Fees may apply)
 ☐ Paper
 ☐ Electronic: ☐ USB Drive ☐ CD ☐ Other: _____
 ☐ Secure Email: _____ ☐ Unsecured 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 an unsecured mechanism.**

- ☐ Inspect and copy (*Fees may apply*)

B. Tell us which type of health information you want to access (Not applicable for online patient center) (*Check all that apply*)

- | | |
|---|--|
| ☐ Complete Health Record(s) | ☐ Progress Notes |
| ☐ Discharge Summary | ☐ Laboratory Tests |
| ☐ History and Physical | ☐ Radiology Reports |
| ☐ Consultation Reports | |
| ☐ Emergency Room Records | |
| ☐ Others (<i>please specify</i>) _____ | |



1800 North California Street
Stockton, CA 95204
(209) 943-2000



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

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C. ONLINE PATIENT CENTER/PATIENT PORTAL ONLY

Email Address: _____

- D. 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 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 (The 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 for a time and place when and how you may inspect and/or obtain a copy of the records requested. 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.



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

Patient or Personal Representative's Signature

Date

Print Name if Other Than Patient

Telephone #

Relationship to Patient of Personal Representative

ID Presented

Name of hospital employee verifying signatory information

Title and Department

HIM DEPARTMENT ONLY:

ROI # _____ Account #: _____ Clerk: _____

Completed: ☐ Yes ☐ No By: _____ Date: _____

Patient Request Initial Call for Invoice: ☐ Yes ☐ No

Comments: _____

Bill to: _____ Ship to: _____

 **Dignity Health**
St. Joseph's Medical Center
1800 North California Street
Stockton, CA 95204
(209) 943-2000

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