



***Request to Inspect or Copy Protected Health Information***

Patient Name \_\_\_\_\_ Date of Birth-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
I \_\_\_\_\_ (name of individual or personal  
representative) authorize the use or disclosure of the above named individual's Protected Health  
Information to be mailed to:

Name of organization or person: \_\_\_\_\_  
Address: \_\_\_\_\_

The purpose(s) for which disclosure is authorized:

- ☐ for patient's personal records  
☐ sharing with other health care providers  
☐ other (please describe): \_\_\_\_\_

\_\_\_\_\_  
Signature of individual/personal representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
If representative, relation to patient Signature

\_\_\_\_\_  
Date

Please note that it may take 10-12 business days for the duplication of records and/or X-rays. Fees may be applicable.

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Office use only:

Release Received By \_\_\_\_\_ Date \_\_\_\_\_

X-rays/Records Duplicated By \_\_\_\_\_ Date \_\_\_\_\_