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Patient Request for Access to Protected Health Information

Right to Request Access to Your PHI and Our Duties:

You (or your authorized representative) have the right to inspect or obtain a copy of your protected health information ("PHI") that we maintain in a designated record set. If we maintain your PHI in electronic format, then you also have a right to obtain a copy of that information electronically. In addition, you may request that we transmit a copy of your PHI directly to another person and we will honor that request when required by law to do so. Requests to transmit PHI to another party must be in writing, signed by you (or your representative), and clearly identify the designated person to whom the PHI should be sent, and where the PHI should be sent.

Generally, we will provide you (or your authorized representative) with access to your PHI within thirty (30) days of your request. We may verify the identity of any person who requests access to PHI, as well as the authority of the person to have access to the PHI by asking the requestor to provide the patient's social security number, date of birth, legal authority to act on behalf of the patient (such as a power of attorney) or other information necessary to verify that the requestor has the right to access PHI. In limited circumstances, we may deny you access to your PHI, and you may appeal certain types of denials. We may also charge you a reasonable cost-based fee for providing you with access to your PHI, subject to the limits of applicable state law.

Patient Information:

Patient Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Date of Birth: _____

Request for Access to PHI:

Below, please describe the PHI that you are requesting access to with as much specificity as possible. Specify date(s) of service and other details that will allow PRO to accurately and completely fulfill your request.

Specify How You Would Like us to Provide Access:

Please check all that apply and fill out the requested information, where indicated.

- ☐ **Mail (Paper Copy):** Please send a copy of my PHI to me at the following address:

Street: _____

City: _____ State: _____ Zip Code: _____

- ☐ **Secure Email (Encrypted):** Please email an encrypted copy of my PHI to the following email address:

Email address: _____

- ☐ **Send to a Designated Third Party:** Please send my PHI to the following individual or organization:

Designated Party: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

- ☐ **In-Person Inspection:** I would like to inspect my PHI at Pro EMS's place of business.
(We will contact you to schedule a convenient time during normal business hours.)

Signature of Requestor: _____ **Request Date:** _____

Requestor Information (if requestor is different from patient):

Name: _____

Relationship to Patient (parent, legal guardian, etc.): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Submit this request by mail, email, or fax:

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www.proemssolutions.com