

**Patient's Request for Protected Health Information and Third Party Authorization**

Patient's Name (print): \_\_\_\_\_ Birth Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Current Dental Office Name, Address and Phone: \_\_\_\_\_

Office to which you would like us to send your records: \_\_\_\_\_

I hereby authorize the use and disclosure of individually identifiable dental health information relating to me as described below. I understand that information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by HIPAA Privacy regulations.

**Describe records requested and approximate dates of records you wish to review:**

Dates (Approx):	Describe records requested

**What would you like for us to do for you?**

- I wish to inspect the requested records.
- I wish to obtain a copy of the requested records.
- I wish for you to prepare an explanation or summary of the requested records and I agree in advance to pay a fee in the amount of \$300 per hour.
- I authorize the above information to be disclosed, provided and/or discussed with \_\_\_\_\_
- If the requested records are in an Electronic Health Record, I wish a copy of the requested records in an electronic format to be transmitted in the following way:  
\_\_\_\_\_

If the information to be disclosed contains any of the types of records or information listed below, additional laws relating to the use and disclosure of the information may apply. I understand and agree that this information will be disclosed if I place my initials in the applicable space next to the type of information.

- HIV/AIDS information
- Genetic testing information
- Mental health information
- Drug/alcohol diagnosis, treatment, or referral information

I understand that the information used or disclosed pursuant to this authorization may be subject to re-disclosure of HIV/AIDS information, mental health information, genetic testing information and drug/alcohol diagnosis, treatment or referral information.

**Fee:** Copy fees in AZ, CA, HI, OK are \$4.00 per x-ray and \$.25 for each page or in KS, NV, OR, WA \$4.00 per x-ray and \$.50 for each page to copy your health information, and postage if you want the copies mailed. If you request an alternative form a cost-based fee will be charged for providing your health information in that format.

**Patient Information**

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For the Personal Representatives of the Patient (Request for minor records and legal representative)**

Print the Name of the Personal Representative: \_\_\_\_\_

Relationship to the Patient: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that I have the legal authority under federal and state laws to make this request on behalf of the patient identified above.*

Signature of Personal Representative: \_\_\_\_\_

**For Questions Only:** Please contact the office if you have any questions about your request to inspect or copy records.