



Fax: 360-346-2216
Email: PRR@sp-mc.org

Patient Request Form

Patient Name \_\_\_\_\_ DOB \_\_\_\_\_

I am requesting the following information to be released to me or my designee. Release information to:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Please check the following: Check all that you want to be released to the above person:

- Checkboxes for Clinic Records, Labs, Radiology Reports/Films, Hospital Records, All Medical Records, Recent 2 years of physician reports, labs, x-rays and special tests, and Other (Specify).

Date of Service: \_\_\_\_\_ Radiology Exam needed: \_\_\_\_\_

Format you would like your protected health information delivered. (select from the options below). NOTE: I acknowledge that the delivery of my Protected Health Information sent via email may not be encrypted or secure.

- Options for Paper Copy (Mail, Pick up), Electronic Copy (CD-jump drive, Mail), and Electronic Delivery (Fax, Email).

SPECIAL RECORDS-PLEASE NOTE: If you would like any of the following records to be released you MUST also initial the items below for us to disclose these records.

NOTE: If this section is not completed, records of this type (if they exist), will not be released.

\_\_\_\_\_ HIV/AIDS \_\_\_\_\_ Sexually Transmitted Disease \_\_\_\_\_ Drug and/or Alcohol \_\_\_\_\_ Mental Illness

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

This request is for the medical records related to care provided at Summit Pacific Medical Center, McCleary Clinic, Elma Family Medicine and Summit Pacific Healthcare Clinic.

This authorization shall be in effect for 180 days unless an expiration date is included: Expiration date: \_\_\_\_\_

For Billing records, please contact out billing department at 1-888-292-8810.

Summit Pacific Medical Center Use Only

Notes: check, initial and date when verifying

ID verified [ ] Yes [ ] No
Initials \_\_\_\_\_ Date \_\_\_\_\_

HIM Staff only, or User who released the records

Date Records released: \_\_\_\_\_
Records released by: \_\_\_\_\_