



REQUEST TO INSPECT OR COPY PROTECTED HEALTH INFORMATION

PATIENT:

 Patient Name/Previous Name(s) _____ Date of Birth

 Street Address, City, State, Zip Code _____ Phone Number

RELEASE MY PROTECTED HEALTH INFORMATION TO: Myself Individual Noted Below
 Individual Name _____
 Business Office (if applicable): _____
 Street Address _____
 City, State, Zip Code _____
 Phone # _____ Fax # _____

INFORMATION TO BE DISCLOSED

Date(s) of Service: _____

History & Physical	Operative Reports	Radiology Reports
Progress Notes	EKG Reports	Verbal Information
Discharge Summary	Laboratory Reports	Consultations
Pathology Reports	Other: _____	

- We may be prohibited from making certain information available to you or to your representative, including:**
- Psychotherapy notes
 - Information related to medical research in which you have agreed to participate
 - Information related to legal proceedings
 - Information obtained under a promise of confidentiality
 - Information that federal or state laws prevent us from disclosing
 - Information related to medical research in which you have agreed to participate
 - Information for which the disclosure may result in harm or injury to your or to another person

This information is to be: Mailed Pickup Fax Inspect Other _____

Please choose format: Paper Copy Electronic Media

YOUR RIGHTS WITH RESPECT TO THIS REQUEST:

Within the limitations of law, we will make every effort to accommodate your request. We will complete our review of your request and as requested either provide a copy or arrange for you to inspect your records within 30 days of your request, or provide you with a written explanation of any restriction on the information that we can provide you.

 Printed Name of Patient

 Signature of Patient or Legal Representative/Relationship _____ Date

Mailing Address: (INSERT ADDRESS) _____ **or Fax INSERT FAX #** _____

Upon completion mail request to: NCSH PO Box 15819, Durham, NC 27704 Attention: Medical Records, Fax # 919-287-3237 or email to Joy Allen joy.allen@ncspecialtyhospital.com