



VANCOUVER CLINIC
 Patient Request for Records
 45 CFR 164.524

Medical Record Number (*internal use only*): _____

*Patient Name (**please print clearly**): _____

*Date of Birth: _____

*Address: _____

City: _____ State: _____ Zip Code: _____

*Phone Number: _____

*Email Address (**REQUIRED for electronic delivery option**):

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***Information requested:**

All health care information in my record (including immunizations, lab/pathology, and radiology reports)

Immunization records only

Lab/Pathology results only – date(s) or type(s): _____

Radiology images only – date(s) or type(s): _____

Billing information – date(s): _____

Specific information only: _____

***Delivery Options (if Release of Information Department will be filling the request):**

I would like the records via **electronic delivery** (secure portal - *email required*). You will be notified via email when the records are ready, and how to access them via a secure site where they will be available for 30 days.

I would like the records on **CD** By Mail Pick-Up

I would like the records on **paper** By Mail Pick-Up

Internal Use Only: Request completed in person ID Verified Staff Initials

I UNDERSTAND there may be a fee associated with my request (RCW 70.02.030, 45 CFR164.524)
Electronic Delivery: Secure Portal – First 40 pages – no charge. Over 40 pages - \$6.50 flat fee, plus sales tax.
CD – Flat fee of \$6.50 plus sales tax, and postage (if CD is mailed). **Paper Delivery** - .90 cent flat fee, plus 5 cents per page, plus sales tax, and postage (if records are mailed).

 *Patient or legally authorized representative signature

 *Date

 Relationship to Patient if signed on behalf of patient

 Printed name if signed on behalf of patient

The Vancouver Clinic

Electronic Record Delivery (Secure Portal)

Q & A

Why is my email address needed?

This is how you will be notified when your records are ready and how to access them.

Can I provide the email address of someone other than myself?

Yes.

How will I access the records?

You will receive an email from CIOX Health containing instructions for accessing the records.

How long will I have to view the records?

You will have 30 days from when you receive email notification that the records are ready.

What format will the records be in?

Adobe PDF Files.

Can I print or download the records from the website?

Yes.

A fee may be associated with your request, if so, an invoice will be included with the records.