

REQUEST FOR MEDICAL RECORDS

Acuity Specialty Hospital of Ohio Valley at Wheeling

Patient Request for Release of Information _____

I AM A PATIENT OF ACUITY HEALTHCARE OR THEIR REPRESENTATIVE AND THE PATIENT INFORMATION IS LISTED BELOW (PLEASE PRINT):

First Name:	MI:	Last Name:
Date of Birth:	Phone:	Last 4 digits SSN:
Address:	City:	State & Zip:

WHICH RECORDS WOULD YOU LIKE TO RECEIVE? (ENTER THE ADMISSION AND DISCHARGE DATE, THEN SELECT THE APPROPRIATE BOX(ES)):

Admission Date:	Discharge Date:
<input type="checkbox"/> Discharge Summary <input type="checkbox"/> Diagnostic Test Results <input type="checkbox"/> Drug/Alcohol Records <input type="checkbox"/> Face Sheet <input type="checkbox"/> History & Physical <input type="checkbox"/> Laboratory Results <input type="checkbox"/> HIV Records <input type="checkbox"/> Abstract <input type="checkbox"/> Consultations <input type="checkbox"/> X-ray/CT/MRI Reports <input type="checkbox"/> Mental Health Records <input type="checkbox"/> Itemized Bill <input type="checkbox"/> Progress Notes <input type="checkbox"/> Pathology Reports <input type="checkbox"/> Medications <input type="checkbox"/> Operative Reports <input type="checkbox"/> EKG's / ECG's <input type="checkbox"/> Other (Please Specify): _____	

HOW WOULD YOU LIKE TO RECEIVE THE REQUESTED MEDICAL RECORDS?

Select one: <input type="checkbox"/> CD <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Paper Copies → <input type="checkbox"/> Mail <input type="checkbox"/> On-site Pick Up <input type="checkbox"/> Review Medical Record on-site/in person
NOTE: E-mail and CD will be encrypted or password protected unless otherwise requested here → <input type="checkbox"/> No encryption or password required

WHEN WOULD YOU LIKE TO RECEIVE THE REQUESTED MEDICAL RECORDS? _____

NOTE: We will make every effort to send your records as soon as possible but this process may take up to 30 days.

PLEASE INDICATE WHERE YOU WOULD LIKE THE RECORDS TO BE SENT (PLEASE COMPLETE APPLICABLE SECTION(S) BELOW):
Acuity Healthcare should provide my records to: Self Personal Representative (indicated below)

Recipient Name:	Recipient Phone:
Recipient Mailing Address:	Recipient Fax:
	Recipient E-mail:

THIS AUTHORIZATION WILL EXPIRE IN 6 (SIX) MONTHS OR (SPECIFY DATE OR EVENT): _____

Printed Name of Patient or Personal Representative:	Relationship (please print):
Signature of Patient or Personal Representative:	Date: _____ Time: _____

PLEASE RETURN COMPLETED AND SIGNED FORM TO:

Health Information Management Director - ROI Acuity Specialty Hospital of Ohio Valley at Wheeling 1 Medical Park – 6 th Floor Wheeling, WV 26003	Fax: 304-238-5758
	Phone: 304-238-5758

- Acuity Healthcare recognizes a patient's right under HIPAA to access copies of his/her health information.
- There may be a fee associated with producing requested records. Please see the fee schedule for this Acuity Healthcare facility.
- Any disclosure of information carries with it the potential for unauthorized re-disclosure and the information may not be protected by federal confidentiality rules.

For Office Use Only

Date of release: _____ via mail fax CD other _____ ID verified DL/Other ID _____

Employee Name & Title: _____ Date: _____ Time: _____

***** ATTENTION *****

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender by fax immediately and destroy this form. Thank you for your cooperation.