

Request to Access and/or Inspect Protected Health Information in a Designated Record Set



Use this form to ask for access to or inspection of your protected health information (PHI) in records that we or our business associates maintain in designated record sets.

Member name:	Date of birth:
Member address:	
Member phone number:	
Member/health plan identification number:	
<p>Please read the statements in this form and tell us the requested information. You have the right to ask for access to or inspection of PHI in the designated record set that we or our business associates maintain. We may not agree to your request if we did not create the records, the records are not part of our designated record set, or the law does not give you the right to access the records.</p> <p>Please tell us which records you want to access or inspect:</p>	
Please provide the dates of the records you want to access or inspect:	
Please tell us why you want to access or inspect a copy of the records:	
Please sign and date:	
Signature:	Date:
<p>Personal representative:</p> <p>If you are not the member, please sign and date below. Check the box that describes your relationship to the member. If you are not the parent or legal guardian, please attach proof of your relationship to the member (e.g., power of attorney, personal representative documentation, etc.).</p>	
Print name of personal representative:	
Signature of personal representative:	Date:
<input type="checkbox"/> Parent or legal guardian <input type="checkbox"/> Power of attorney <input type="checkbox"/> Executor <input type="checkbox"/> Other:	

Please return this form to: First Choice Next, Privacy Office, 3875 West Chester Pike, Newtown Square, PA 19073, or email to privacy@amerihealthcaritas.com.