

Request to Access Records

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| Patient Name | Date of Birth |
| Address | Telephone # |

Must be completed for each patient

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| <input type="checkbox"/> I would like a <u>Medication Expense Report</u> for the following Years: | |
| <input type="checkbox"/> Please describe the Information you wish to have access to and in what format (we will try to comply with the format if possible): | I am requesting data from the following time frame (you may be able to go back six (6) years). Start Date: _____ End Date: _____ |

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| <input type="checkbox"/> I would like the following Individuals to have access to my facility health records. Please describe the type of records: Start Date: _____ End Date: _____ |
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If the records are being requested for a spouse or a child that is above the Age of Medical Consent, they will be mailed directly to the patient.

I understand that if the Facility grants access to records, they will provide the requested records within thirty (30) days or sixty (60) days if the records are maintained off-site from the receipt of the request. Also, I understand there may be a cost-based fee charged to process this request and the Facility will contact me prior to continuing action on this request for my acceptance of the fee amount (if any). If the Facility needs additional time, then the Facility's Privacy Officer will notify me with the reason.

When completed, please return to Hopkins Center Drug

Or Mail to:
Hopkins Center Drug
913 Hopkins Center
Hopkins, MN 55343

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| Signature of Patient/Legal Guardian/Personal Representative. | Relationship to the Patient. | Date |
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