

Fax: 618-202-4807

Email: [medicalrecords@ppgr.org](mailto:medicalrecords@ppgr.org)

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I request access to  *inspect* or  *obtain a copy* (check one box) of my health information held by:

Planned Parenthood Great Rivers

Reproductive Health Services of  
Planned Parenthood of Great Rivers

(check the box that applies)

For the following treatment dates or period: \_\_\_\_\_

I understand the most recent will be sent unless specific dates are listed.

For the following specific information:

Entire medical record

Operative/Procedure

Clinic visit/Progress notes

Immunizations

Laboratory/Pathology results

Diagnostic results

Medications

Other: \_\_\_\_\_

Immunizations

I request that the information be provided in the following format:

Paper copies

Mail: \_\_\_\_\_ (address)

Fax: \_\_\_\_\_ (fax number)

Other: \_\_\_\_\_ (describe)

Electronic copies (available only for information maintained electronically)

Requested form and format for electronic copies:

Patient Portal

Emailed to you at: \_\_\_\_\_

Other: \_\_\_\_\_ (describe)

File preference, if any, for electronic copies: \_\_\_\_\_

\_\_\_\_\_  
Signature of Patient or Authorized Representative

\_\_\_\_\_  
Date

## CONDITIONS OF REQUEST

1. **RISKS OF USING EMAIL** to receive your health records: Email may not be reliable, secure, or private. For example:

- Email can be hacked. (Unauthorized people can intercept it, alter it, or use it.)
- Email can be sent to the wrong person, lost, or subject to other sending errors.
- Email may come from someone other than the named sender.
- Email is easier to fake than handwritten, signed papers.
- Anyone with access to an email account will have access to all messages in that account. This includes those who have permission to use the email account as well as those who don't.
- Anyone who gets or has access to an email can read, forward, copy, delete, or change it. This includes those who have permission to use the email account as well as those who don't.
- Any deleted emails can be found again.
- Email services have a right to save and check email sent through their system.
- Email can spread viruses.
- You should not receive your health information via email if people who you don't want to view your medical information have access to your email account.

If you are requesting that your information be sent to you by email, you further acknowledge and agree to the risks of transmitting and receiving your information by email, and you agree to release and hold harmless Planned Parenthood from any liability that may result from using email to communicate with you or another person you may have designated to receive emails that include your Health Information. This includes, but is not limited to, breaches of confidentiality or privacy that may come from using email (except as required by law).

2. **THIS REQUEST IS LIMITED BY LAW.** This request for access to inspect or obtain a copy of health information is subject to all of the limitations found at 45 C.F.R. 164.524.
3. **THIS REQUEST IS FURTHER LIMITED.** There is no right to request access to inspect or obtain a copy of: a) Psychotherapy notes; or b) Information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding.
4. **PROVIDING ACCESS REQUESTED.** Planned Parenthood is obligated to provide access only if the information is readily producible in a readable form or format. Planned Parenthood is not obligated to reformat information in a form that is convenient for the requestor.
5. **DENIAL OF A REQUEST FOR ACCESS.** If a request for access is denied, in whole or in part, a written explanation will be provided that contains: a) An explanation of the basis of the denial; b) A statement of review rights, if applicable; and c) A description of how the requestor may complain to Planned Parenthood or to the Secretary of Health and Human Services ("HHS").
6. **NO RIGHT TO ASK FOR A REVIEW OF A DENIAL.** There is no right to ask for a review if Planned Parenthood denies a request for access to: a) any information described in paragraph 2 above; b) if Planned Parenthood created the information while acting under the direction of a correctional institution; c) the information involves research that is in progress and denial of access was agreed to as part of your consent to participate in the research; or d) the information was obtained from a third party under a promise of confidentiality and access would likely reveal the source of the information.
7. **RIGHT TO ASK FOR A REVIEW OF A DENIAL.** There is a right to ask for a review by a second licensed health care professional designated by Planned Parenthood of a denial of a request for access under the following circumstances: a) the initial denial was based on a determination by a licensed health care professional that access to the requested information is likely to endanger the life or physical safety of the requestor or another person; b) the initial denial was based on the determination by a licensed health care professional that access to the requested information is likely to cause substantial harm to the requestor or a third person, or (c) the initial denial was based on the determination by a licensed health care professional that access to the requested information by an authorized representative is likely to cause substantial harm to the patient or a third person.