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Request for Access

This sample form illustrates how a dental practice might document a request for access to patient information.

Privacy Official Name: _____ Phone: () _____

Patient's Name (print): _____

Date of Birth: _____ (for identification purposes)

Describe the records you wish to access and the approximate dates of the records: _____

What would you like for us to do for you?

- I wish to see the requested records.
- I wish to get a copy of the requested records.
- I wish to see and get a copy of the requested records.
- If the requested records are in an electronic designated record set, I wish an electronic copy of the requested records in the following form and format, if readily producible:

If you would like the information emailed, enter the email address here (PRINT VERY CLEARLY!):
_____@_____

We do not recommend sending patient information in an unencrypted email because third parties may be able to access the email.

- I want you to send the copy of the requested records to:

Name: _____

Address: _____

Please contact our privacy official listed at the top of this page if you have any questions about your request to inspect or copy records.

If the request is by a patient:

Patient Signature: _____ Date: _____

If the request is by a patient's personal representative:

Print the Name of the Personal Representative: _____

Relationship to the Patient: _____

I certify that I have the legal authority under federal and state laws to make this request on behalf of the patient identified above.

Signature of Personal Representative: _____

Date: _____

For dental office use only:

- Request for access denied (attach written denial).
- Request for access approved.

If approved, describe below when and how access was provided. If an electronic copy was provided, describe the form and format of the electronic copy.
