



Request for Access

Privacy Official Name: Grayson Orthodontics LLC Telephone: (770) 995-4032

Patient's Name (print): _____

Date of Birth: _____ (for identification purposes)

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

Any future record requests. _____

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 the following form and format, if readily producible: _____

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

I want you to prepare summary of the requested records and I agree in advance to pay a fee in the amount of \$_____.

I want you to prepare an explanation of the records that I saw or got a copy of, and I agree in advance to pay a fee in the amount of \$_____.

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

Name: _____

Address: _____

Fees

Our practice charges a reasonable, cost-based fee to for copies of patient information, and for postage to mail records if requested.

Questions?

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.