Health, Housing & Human Services
CLACKAMAS COUNTY

## Client/Patient Request for Access to Records

| Patient/Client Name (Please Print): | Patient/Client Medical Record Number: | Patient/Client Date of Birth: __/__/____ |
|---|---|---|
| Mailing Address: | Telephone Number: | Date of Request: __/__/____ |

- We cannot give you access to a clinician's private psychotherapy notes
- We cannot give you access to information that we are no longer required to retain
- If we deny your request, you have the right to request that we review that decision
- You may be charged a fee for copies of your record

### I request access to the following records or information (Please include dates):

_____

_____

[ ] I want you to include my Substance Use Disorder (SUD) and mental health treatment records

**Send My Information to (Only check one box)**

[ ] Me

[ ] Directly to the designated third party listed below:

| Name (Please Print): |
|---|
| Mailing Address: |

### Format/Way that you want the information to be sent:

[ ] Electronic copy. You may be able to access your health information via MyChart at https://mychart.ochin.org

[ ] Email _____@_____ We will email the records you request in a password protected file. *If you want us to email records using non-secure email check here []*

[ ] Secure, password protected CD/DVD

[ ] Send on a secure/password protected USB drive

[ ] Send paper copy via US Mail

[ ] Pick up paper copy in person at _____

[ ] View in person. An appointment will be scheduled for you to view your records in person.

_____/__/____

Signature of Patient/Client/Authorized Representative Date

_____ _____

Printed Name of Patient/Client/Authorized Representative Relationship to Patient/Client

| Mental Health and Addictions Records<br>P: 503-722-6855<br>F: 503-722-6897<br>HC-BHRecords@clackamas.us | Clackamas Health Centers<br>Health Information Management Department (HIM)<br>20561 Kaen Road Suite 367<br>Oregon City, OR 97045 | Medical and Dental Records<br>P: 503-650-3195<br>F: 503-650-3938<br>HC-PCRecords@clackamas.us |
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