



REQUEST FOR ACCESS TO PERSONAL HEALTH INFORMATION

Affix Patient Label

SCS GNG WHS DMH PCG NOTL

Cost: _____

Date Released (ddmmyyyy): _____

Hospital Unit No.: _____

Information and Instructions

We will provide you with access to your personal health record, unless a legal exception applies. We will review all health record access requests, and will make every effort to respond to your request in a timely fashion. For information about our privacy protection practices, contact NHS Privacy/FOI Office at 905-378-4647 Extension 44475.

Patient/Client Name: _____ Date of Birth (ddmmyyyy): _____

Address: _____ City, Province: _____ Postal Code: _____

Home Phone #: _____ Work Phone #: _____

Substitute Decision Maker (SDM) Name: _____

(Name and Relationship to Patient)

Address: _____ Telephone #: _____

NOTE: Include copies of documents that provide your authority as SDM

ACCESS REQUEST: Please describe what you need and include details that will help us locate the record
(i.e. dates, name of healthcare provider etc.) _____

How would you prefer to access this information? Receive hard copies of originals Examine request originals in the Facility

Signature: _____ Date (ddmmyyyy): _____

Witness Signature: _____ Date (ddmmyyyy): _____

Access Request RESPONSE (For IRS Specialist Internal Use Only)

Date Request Received (ddmmyyyy) _____ Date Response Issued (ddmmyyyy): _____

Access request granted Access request not granted Access request granted in part
(copy NHS Privacy/FOI Office by interoffice mail)

If access **not granted**, give reason(s) for refusing request/part of request to Privacy/FOI Office. IRS Specialist enter in PHIPA spreadsheet.

IRS Specialist Staff to complete - Access Request Extension notification to patient

If a 30 day extension for access request response is required, mail the **patient/SDM** a 30 day extension letter:

Date of Extension (ddmmyyyy): _____ Date Patient Notified (ddmmyyyy): _____

Reason for Extension: _____

Processed by: _____
Staff Signature Print Staff Name Site