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## **INDIVIDUAL RIGHT TO ACCESS PERSONAL HEALTH INFORMATION**

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The Medical Center upholds patient's right of access to inspect or obtain a copy of his or her health information contained in the designated medical record in accordance with our privacy policies and applicable law for as long as the Medical Center maintains the information.

The Medical Center will take responsible steps to accommodate requests by a patient or authorized representative to receive health information by any reasonable and appropriate method and location that are in conformity with our privacy policies and legal obligations.

A patient is not required to give a reason for requesting access to their personal health information and the Medical Center may deny patient or authorized representative access to patient's health information.

Patient or authorized representative requesting health information must complete an Authorization for Release of Information, which will be provided to them either in paper or electronic form.

Prior to disclosure of health information, staff must confirm the identity of the patient or authorized representative.

If a request for health information is not maintained by the Medical Center, Health Information Management may direct the requestor to the appropriate location if known.