Patient Request for Access

Did you know you can view most of your medical record online via MyCarolinas? Go to www.carolinashealthcare.org and click on MyCarolinas. If you would like a copy of your medical record please complete the form below.

I am a patient of Carolinas HealthCare System and my information is listed below:

Patient Name: _____ Date of Birth: _____

Street Address: _____ Last 4 numbers of SSN: _____

City, State, Zip: _____ Telephone: _____

Email address: _____

By providing your email address, you acknowledge and accept the risks outlined in Guidelines for E-mail with Patients, posted on carolinashealthcare.org.

I would like for _____ **to (choose one):**

(list facility or practice)

- ☐ **give me a copy of my health information**
- ☐ **send my records to:**

_____

(Name of Facility, Person, Company) (Street Address or PO Box, City, State, Zip Code)

_____

(Phone Number) (Fax Number)

_____

(E-mail Address)

I would like these dates of service to be released: _____

I want these parts of my record:

Facility (check all that may apply):	**Office/Clinic/Home Care (check all that may apply):**	**Behavioral Health/Sub. Use (check all that may apply):**
☐ Facility Summary (abstract)	☐ Office/Clinical Summary (abstract)	☐ Facility Summary (abstract)
☐ Discharge Summary ☐ Emergency Record	☐ Office/Home Visits	☐ Clinical/Discharge Summary
☐ History and Physical ☐ Operative Reports	☐ Physical Exam	☐ Assessments
☐ Laboratory reports	☐ Laboratory Reports	☐ Progress notes/Therapy notes
☐ Radiology/X-Ray Reports	☐ Radiology Reports	☐ Medications
☐ Other_____	☐ Other_____	☐ Lab reports
		☐ Other _____
☐ Entire record	☐ Entire Record	☐ Entire Record (Not including psychotherapy notes)
☐ Itemized Bill	☐ Itemized Bill	☐ Itemized Bill

I want these records as a (choose one):

- ☐ **CD**
- ☐ **E-mail**
- ☐ **Paper copy**
- ☐ **Other:** _____

I want you to (choose one):

- ☐ **Mail them**
- ☐ **Send them secure e-mail**
- ☐ **Fax them to:** _____
- ☐ **Prepare them to be picked up by:** _____

As an alternative you may schedule an appointment with your healthcare provider's office to see your record in person. Please note it may take up to 30 days to schedule the appointment or provide copies.

Signature: _____ **Print Name:** _____

Relationship to Patient: _____ **Date:** _____

Note: If the patient lacks legal capacity or is unable to sign, an authorized personal representative may sign this for the patient. (Written Proof May be Requested)

Authorization given to patient / Date of release:_____via ☐Mail ☐Fax ☐Other_____ ☐**ID Verified** ☐**DL/OtherID**_____

Employee Name_____**Date:**_____

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