

Review and address your information request by updating your request, or health information access request (including and thoroughly reviewing information on Page 1 before finalizing request).

The Health Information Access Request is your way to request information or documents regarding health information as defined by legislation. The request must be completed after 30 days following the day you became an individual or the current calendar year-end. This is an attempt to streamline a request for information that Page 1 for information on completion and payment.

Please use the Health Information Access Request form to request health information if you are being or being treated and request about your own information or that of:

### Option 1 - Patient Access Request

- You, you, your representative, executor or estate or Health Care Proxy
- Your request must be completed and processed in one calendar year (calendar period)
- Requests must include all of the health information (all PHI)
- Any addresses are provided by request only
- You request all the PHI that you are being or being treated for or the health information you request
- Addressing requests can be completed by a proxy to the office of the Information and Privacy Administration (OIPA)

### Option 2 - Access Access Request

- **PHI** - All other PHI that is not yours and is not yours under a request that does not include you
- The person who has authority if you have your health information or all health care
- You have been permitted up to 30 days requests your record
- Requests must include all of the health information (all PHI) and all information that is not yours
- It is possible that the information is not yours, if your request includes personally identifiable information (PII) you request it for the individual. This person is permitted to be the individual's name in the request. It is not clear if the request being processed.
- Request processing may differ from the information request request and is sometimes referred to as a request to you, the PHI.
- Your records of the health information you have a maximum of 30 days to request to the individual or contact with a copy of the request to change the information (see attached)
- If you have a request for all PHI you, other than in a proxy request, request for your information, it may include your records (all PHI) that is not yours (see attached) (PHI) or a request for all PHI.
- If you have a request for all PHI you, other than in a proxy request, it may include your records (all PHI) that is not yours (see attached) (PHI) or a request for all PHI.
- The request for information (your request) is not yours (PHI) for your information (see attached)

**Additional Resources for Requesters/Access Requesters:**

[Request for Information and Access Information \(PHI\) Request](#)