

Use this form to submit a request for your own health information or if you are requesting health information on behalf of a resident/ident. Requests are usually processed within 30 days. Processing time may vary depending on complexity of the request and volume of records. **Fees are charged for processing a request for information. See Page 4 for instruction on completion and payment.**

Photo identification (ID) or two pieces of non-photo ID is required to confirm identity. If you are faxing or mailing in your request, please make sure photocopies are clear.

Option 1 - Informal Access Request	Option 2 - Formal Access Request
<ul style="list-style-type: none">■ There are less administrative constraints with an informal process.■ Your request may be received and processed in less time than the formal process.■ Requested under section 17 of the Health Information Act (HIA).■ Fee estimates are provided by request only.■ An invoice will be sent to you along with a copy of the health information you requested.■ Informal requests are not considered for a review by the Office of the Information and Privacy Commissioner (OIPC).	<p>NOTE: No steps in this process can be waived once a request has been submitted.</p> <ul style="list-style-type: none">■ This process may not suit you if you need your health information on an urgent basis.■ Custodians are permitted up to 30 days to respond to your request.■ Requested under section 8(1) of the Health Information Act (HIA) and acknowledged upon receipt.■ All requests will be charged a maximum fee of \$25. If your request requires processing fees over \$50, you will receive a further estimate. Any amounts provided in the fee estimate must be agreed upon by you prior to the request being processed.■ Request processing time stops once the fee estimate has been issued and re-commences immediately upon an agreement to pay the fee.■ From the date of the fee estimate notification, you have a maximum of 20 days to:<ul style="list-style-type: none">- accept the fee estimate; or- contact us to modify the request to change the amount of fees assessed.■ If no action is taken after 30 days you will be notified in writing that your request has been abandoned, at which time you may ask the Office of the Information and Privacy Commissioner (OIPC) for a review of our decision.■ If your access request cannot be completed within 30 days, a time extension in accordance with HIA section 15 may be granted for an additional period of up to 30 days.■ You may ask for a review of our response by the OIPC. <p>For more information, please visit: Investigation Procedures for Reviews/Privacy Complaints or Office of the Information and Privacy Commissioner of Alberta (oip.ab.ca)</p>