



**SOUTHEAST
ORAL & MAXILLOFACIAL
SURGERY ASSOCIATES**
Providing Quality Care Since 1950

Robert A. Herrin, D.D.S., M.D.
Norman J. Sykes, Jr., D.M.D.
R. Dennis Swann, D.M.D.

REQUEST FOR ACCESS TO MEDICAL INFORMATION

Our Notice of Privacy Practices provides information about our use of a patient's protected health information. The Notice contains a Patient Rights section describing your rights under the law. Patients have the right to access, inspect, and copy protected health care information used to make decisions about them.

The Practice will only include information used to make decisions about the patient. The Practice may limit access to information generated only by this Practice. Under some circumstances, such as increased risk of harm or injury, the Practice may withhold the requested information. The Privacy Officer of this Practice will evaluate this Request and notify the patient of our decision within fifteen (15) days of this Request. If the Request is approved, the Practice will provide the information within thirty (30) days, or within sixty (60) days if such an extension is necessary. Reasonable costs will be charged for the Request. Costs will be submitted to the patient upon approval of the Request. The Practice may provide a summary of the requested information if you are agreeable.

The Practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Patient Name: _____

Health Care Information requested. Please provide dates, diagnosis, treatment, or any other indications of the specific information you desire: _____

Is a summary of the information acceptable? _____

Do you wish to:

- Arrange an appointment to inspect the requested information?
- Receive a copy of the information?

Instructions regarding copies:

- I will pick the copies
- Please mail the copies to me at the following address: _____

This Request was signed by: _____
Printed Name – Patient or Representative

Relationship to Patient (if other than patient): _____
Date: _____ / _____ / _____

475 N. Wendover Road
Charlotte, NC 28211
Tel (704) 365-6811
FAX (704) 365-6791

7800 Providence Road, Suite 209
Charlotte, NC 28270
Tel (704) 541-3603
FAX (704) 541-3619

1003 North Sixth Street
Albemarle, NC 28001
Tel (704) 983-2502
FAX (704) 982-1377

DIPLOMATES OF AMERICAN BOARD OF ORAL AND MAXILLOFACIAL SURGERY