



Request for Access to the Personal Health Record

Information and Instructions

We will make your personal health information and access logs available for examination, unless a legal exception applies. We will review all health record access requests, and will make every effort to respond to your request within a maximum of 30 days after receiving request. Urgent circumstances may require a shorter turnaround and this will be accommodated as is operationally possible. A fee will be charged for processing your request and for photocopies. A fee schedule is available upon request. In the event where an access request relates to information contributed by eHealth Ontario or another regional/provincial system, you will be redirected accordingly. If you need assistance in completing this form, please call (613) 544-3400, extension 4125.

PART A: PATIENT INFORMATION (please print)

Last Name: _____ First Name: _____ Initials: _____

Mailing Address: _____

Date of Birth: _____
(yyyy / mm / dd)

Telephone Number at Home: _____ Telephone Number at Work: _____

If you are a substitute decision-maker, we require copies of documents that confirm your authority as such, and your contact information: (please print)

Last Name: _____ First Name: _____ Initials: _____

Mailing Address: _____

Telephone Number: _____

PART B: ACCESS REQUEST

1. Please describe details that will help us locate the record (e.g., dates of service, name of healthcare provider, etc.)

HDH Site

KGHI Site

2. How would you prefer to access this information? Please check off:

Examine records in the facility

Receive photocopies of records

Patient / SDM Signature: _____ **Name (print):** _____ **Date:** _____

(yyyy / mm / dd)

Please send completed form to:

Release of Information
Kingston Health Sciences Centre
Hotel Dieu Hospital Site
166 Brock Street, Kingston, ON K7L 5G2
Fax # 613-542-8071