



Records Request Form for
ELECTRONIC ACCESS
LOG REPORT

Request Date:

Request Needed By:

Time Frame for Request

Preferred Delivery

- ☐ Pick Up
☐ US Mail
☐ On-site Inspection
☐ Fax
☐ E-mail

The HITECH Act requires providers to provide access reports of all electronic activity to a patient's medical record as contained in a designated record set to the patient upon their request. Palmetto Health's patients have the right to obtain a log detailing 3 years of electronic transactions for TPO (treatment, payment and healthcare operations) related to their medical record.

Part A: Requestor Identification (please print)

Last Name		Middle Initial	First Name
Address			Daytime Telephone (Include area code)
City	State	Zip Code	Fax/E-mail (optional)
Date of Birth	Social Security Number		Medical Record Number

Part B: Requestor Signature:

Name:	Date of Signature:
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Part C: Records Request Location

Please select one of the locations below to process the request:

- ☐ Palmetto Health Ancillary Site Health Information Management Dept.
☐ Palmetto Health Baptist Health Information Management Dept.
☐ Palmetto Health Parkridge Health Information Management Dept.
☐ Palmetto Health Physician Practices Health Information Management Dept.
☐ Palmetto Health Richland Health Information Management Dept.

Part D: Copy Fees

- ☐ First request in 12 month period: FREE
☐ Additional request (cost-based fee): \$25.00

Part E: Case Identification Information (office use only)

Was driver's license obtained for Identification? Attach copy if so.	<input type="checkbox"/> Yes <input type="checkbox"/> Other means of Identification used
Disposition: <input type="checkbox"/> Delivered <input type="checkbox"/> Denied <input type="checkbox"/> Information Unavailable	Disposition Date:
<input type="checkbox"/> Extension Requested	Date Patient Notified of Extension

Part F: Staff Member Processing Request (office use only):

Name and Title:	Department	Phone Number
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If request is denied, records are unavailable, or an extension is requested, please explain here and attach pages if necessary.