



Steven L. Hardy DDS

6825 Aliante Parkway  
North Las Vegas, NV 89084  
(702) 294-2739 (29-HARDY)  
FAX: (702) 221-2741

[www.ParadiseFamilyDental.com](http://www.ParadiseFamilyDental.com)

## Request for Access

Privacy Official Name: Steven Hardy DDS  
Patient's Name (print): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ (for identification purposes)

Describe the records you wish to access and the approximate dates of the records:

\_\_\_\_\_  
\_\_\_\_\_

### What would you like for us to do for you?

- I wish to see the requested records.
- I wish to get a copy of the requested records.
- I wish to see and get a copy of the requested records.
- If the requested records are in an electronic designated record set, I wish an electronic copy of the requested records the following form and format, if readily producible: \_\_\_\_\_

If you would like the information emailed, enter the email address here (PLEASE PRINT VERY CLEARLY!): \_\_\_\_\_@\_\_\_\_\_

**We do not recommend sending patient information in an unencrypted email because third parties may be able to access the email.**

- I want you to prepare summary of the requested records and I agree in advance to pay a fee in the amount of \$\_\_\_\_\_ (amount to be determined prior to preparation of summary).
- I want you to prepare an explanation of the records that I saw or got a copy of, and I agree in advance to pay a fee in the amount of \$\_\_\_\_\_ (amount to be determined prior to preparation of explanation).
- I want you to send the copy of the requested records to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_



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**Fees**

Our practice charges a reasonable, cost-based fee to for copies of patient information, and for postage to mail records if requested.

**Questions?**

Please contact our privacy official listed at the top of this page if you have any questions about your request to inspect or copy records.

**If the request is by a patient:**

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If the request is by a patient's personal representative:**

Print the Name of the Personal Representative \_\_\_\_\_

Relationship to the Patient: \_\_\_\_\_

I certify that I have the legal authority under federal and state laws to make this request on behalf of the patient identified above.

Signature of Personal Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**For dental office use only:**

- Request for access denied (attach written denial and date sent to patient \_\_\_\_\_).
- Request for access approved.
- Documentation in the Patient's Record of the request completed and dated delivery made.

If approved, describe below when and how access was provided. If an electronic copy was provided, describe the form and format of the electronic copy. Include who provided the requested information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_