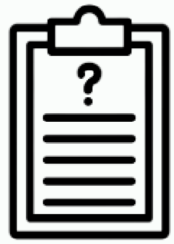
Release of Personal Health Information

1. REQUEST



- ✓ Patient fills out a records request form that includes their signature, date, and records needed.

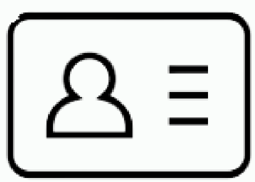
2. DISCLOSE

- ✓ Once records are located, disclose only the information that satisfies the purpose of the request.

3. COPY

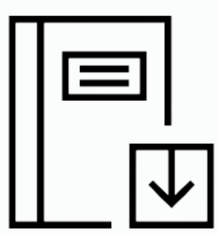
- ✓ Make a copy of the information being released – never release original records.

4. VERIFY



- ✓ Verify that the identity of the person receiving the records matches the person who requested the records.

5. RELEASE



- ✓ Provide the records in the format requested by the patient. This may be via secure email, an encrypted file, or a secure online platform.