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To protect the privacy of our patients, SimonMed and its affiliates have instituted the following processes when requesting medical records:

1. Complete the attached form: "Authorization to Release Protected Health Information". Please complete all sections and sign and date the form.
2. **Direct to Provider.** The easiest method is for SimonMed to send your medical records directly to your medical provider please indicate either by fax or mail in the "Requesting" section. If the medical provider is capable of receiving medical records electronically, SimonMed reserves the right to send records by secure electronic means. Submit the "Authorization to Release Protected Health Information" form via fax with a photo copy of your valid identification to (602) 302-5958.
3. **Fax Request / Direct to Patient.** You may submit the request via fax and have your medical record sent to you. Please fax the completed "Authorization to Release Protected Health Information" form and a photo copy of your valid identification to (602) 302-5958. All requests will be processed within 1 week of request receipt.
4. **Collect in Person.** You may pick up your medical records by hand carrying the form and a valid identification to any SimonMed Imaging center. You may experience a short wait to print and process your request.

Please note: A fee of $25.00 per set applies for any film request. As a courtesy to our patients, any request for reports and/or a CD containing images will be provided at no charge. If the "Authorization to Release Protected Health Information" form is incomplete, you will be contacted by a Medical Record staff member to request additional information.

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To receive your medical record, please complete the following steps in their entirety

1. Fill out each section of the "Authorization to Release Protected Health Information" form.

2. You may choose to pick up your medical record by hand carrying the form to any SimonMed Imaging center, or you may submit the form via fax and have your medical record sent to you.

    a. **Hand Carry/Pick up:** Please take the completed "Authorization to Release Protected Health Information" form with a valid ID to any SimonMed Imaging center. In certain circumstances, you may experience a wait of up to 15 minutes to process your request.

    b. **Fax:** Please fax the completed "Authorization to Release Protected Health Information" and a photo copy of your valid ID to (602) 302-5958. All requests are processed within 1 week of receipt.

Please note: A fee of $25.00 per set applies for any film request. As a courtesy to our patients, any request for reports and/or a CD containing images will be provided at no charge. If the "Authorization to Release Protected Health Information" form is incomplete, you will be contacted by a Medical Record staff member to request additional information.

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Authorization to Release Protected Health Information

PLEASE FILL OUT EACH SECTION BELOW

PATIENT NAME: _____ MRN: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: X X X – X X – ____ ____ ____ ____

ALIAS/MAIDEN NAMES: _____ Phone: _____

To Disclose My Records: (Please check the exam(s) for which you are requesting reports/images)

- ☐ All Medical Records
- ☐ MRI
- ☐ PET
- ☐ CT
- ☐ X-Ray
- ☐ Dexa / Bone Densitometry
- ☐ Sonogram/Ultrasound
- ☐ Mammogram
- ☐ Nuclear Medicine
- ☐ Other: _____

Please provide a description of the exam you are requesting reports/films on (date, exam, body part):

_____

Are you requesting (check all that apply)**:** ☐ Report(s) ☐ CD ☐ Films

Please note, a $25.00 fee per set of films will apply. All films and CDs are promptly prepared at the time of pick up.

Please indicate how you would like these to be received:

☐ Fax to: _____ ATTN: _____

☐ Mail to: _____

☐ Collect in Person: *I understand that my records will only be provided to myself or any individual(s) l listed below. A photo ID is required at the time of pick up.*

By my signature below, I authorize SimonMed Imaging to release my protected health information to the following individual(s):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I understand that after the custodian of records discloses my health information, it may no longer be protected by federal and/or state privacy laws. I further understand that this authorization is voluntary and that I may refuse to sign this authorization. My refusal to sign will not affect my ability to obtain treatment, payment, eligibility for benefits unless allowed by law. I understand this authorization may be revoked in writing at any time, except to the extent that action has been taken in reliance on the authorization. Unless otherwise revoked, this authorization will expire 1 year from date of signature. *You have the right to revoke this authorization, except to the extent the custodian of records has relied on it, by sending your written request to the Privacy Officer at: 6900 E. Camelback Road, #700 Scottsdale, AZ 85251*

_____ _____

Patient or Authorized Representative Signature | Date of Signature

_____ _____

Printed Name of Patient or Authorized Representative | Relationship to Patient

Phone: (866) 614-8555 Fax: (602) 302-5958