

Utah State Hospital

Access to a Deceased Individual's Records Request Form

(For use by individuals requesting records of a deceased individual.)

Return Address: Medical Records Department, Utah State Hospital, P.O. Box 270, Provo, UT 84603-0270
Email: ushmedicalrecords@utah.gov Phone: (801) 344-4289 Fax: (801) 344-4223

Name of deceased individual: _____ Date of Birth: _____

Name of person requesting records: _____

Relationship with deceased individual: _____

Address: _____ Phone Number: _____

City, State, Zip: _____

If you are asking for access to healthcare records that we have, please consider the following:

- We cannot give you access to psychotherapy notes.
- We may deny you access to your information if it was given to us by someone other than a healthcare provider, under the promise of confidentiality.

I am asking for copies of healthcare information for the following time period.

From: _____ To: _____

Please indicate below what information you are requesting:

Discharge Summary	Physical Examination	Other:
Treatment Plan	Psychological Assessment	
Psychiatric Assessment	Social History	

(See next page for information about your rights)

Legally Authorized Representative Signature: _____

Date: _____

Please Print Name: _____

Representative's Authority to act on behalf of the individual: _____

NOTE: Please attach documentation supporting legal authority

Right to Access Information:

- To obtain records of a deceased individual you must be the legally authorized representative of the deceased individual and must attach documentation that you have authority to act on behalf of the deceased individual or of the individual's estate.
- You have a right to have an answer to your request within 30 days. If the information is not at this location, you have the right to have an answer within 60 days. If there are delays in getting you the answer, you will be told. The delay cannot be more than 30 days. You'll receive an answer in writing.
- Your request may be denied if professionals involved in your case believe that access to information could be harmful to you or others.
- The reviewer must decide, within a reasonable time, whether to approve or deny your request. You will get an answer in writing. The answer will include the reason for the decision.
- You have the right to file a privacy complaint. Privacy complaints may be directed to any of the following:

Privacy Officer
Medical Records Department
Utah State Hospital
P O Box 270
Provo, UT 84603-0270
(801) 344-4219

U.S. Department of Health and Human Services, Office for Civil Rights
1961 Stout Street, Room 1185 FOB
Denver, CO 80294-3538
Voice Phone (303) 844-2024
FAX (303) 844-2025 TDD (303) 844-3439
e-mail: ocrcomplaint@hhs.gov

Approved

Denied

Delayed

If delayed, we will act on your request by: _____

Comments:

USH representative signature: _____ Date: _____