

# Optima Behavioral Health

## Patient Request for Health Information

PATIENT First Name:	Middle Initial:	Last Name:		
Former Name (if different from above):			Date of Birth (MM/DD/YYYY):	
Phone (with area code):	Email (optional):			
Street Address:		City:	State:	Zip Code:

**PART I. What records are you requesting?**

- Dates of Service:  Date Range \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ OR  All Dates
- Clinical Summary     Medication List     Lab & Test Results: \_\_\_\_\_
- Initial Evaluation     Progress Notes     Billing Records (Detailed Statement OR Claim Forms)
- Other: \_\_\_\_\_

Provider(s) at Optima Behavioral Health: \_\_\_\_\_

**PART II. How would you like to receive your records?**

- Paper, circle one: MAIL, FAX (secure fax number: \_\_\_\_\_), or PICK-UP  
 For Paper, indicate who will receive: SELF or OTHER: \_\_\_\_\_
- Email\*, circle one: SAME AS ABOVE OR REQUEST EMAIL: \_\_\_\_\_  
 \* Email is unencrypted, if email is requested an additional consent form is required.
- USB/CD, circle one: MAIL or PICK-UP

**Part III. Please print your name and sign below:**

Name of Patient or Personal Representative*:	Personal Representative Relationship (if applicable):
Signature of Patient or Personal Representative:	Date (MM/DD/YYYY):

\* Supporting legal documentation may be required if a personal representative signs this form.

**Part IV. Notices & Disclosures Regarding Copy Fees**

Optima Behavioral Health, Inc. charges for personal copies of medical records based on the Ohio Revised Code (ORC) as managed by the Ohio Department of Health ([www.odh.ohio.gov](http://www.odh.ohio.gov)), which is a tiered per page fee plus applicable postage. Each request for records will carry its own individual fee.

Please return this form in person (see website for business hours), fax, or by mail to:

<p><b>Optima Behavioral Health</b>          Medical Records          81 Outerbelt Street          Columbus, Ohio 43213          P 614-759-5075 • F 614-591-4480 • <a href="http://www.optimabh.com">www.optimabh.com</a></p>
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