



290 I.O.O.F. Avenue, Gilroy, CA 95020
1600 W. Campbell Ave., #102 & #201, Campbell, CA 95008
408.846.2100
www.rcskids.org

Access to Records Request Form

Date: _____

Client Name: _____

Date of Birth: _____

Request Details

Type: View Obtain Copies

Please tell us what protected health information you wish to inspect or receive copies of:

May we provide you with a summary of the requested information?

Yes Initials: _____

No Initials: _____

In which format would you like to receive the requested protected health information?

Paper USB Drive (PDF)

Email (PDF) Other (please describe¹)

How would you like to receive the requested protected health information?

Postal Mail Pick Up

Email Other (please describe¹)

If you selected postal mail or email, to which address would you like us to send the requested information?

¹Special instructions, if applicable. Include email or phone, if you would like us to contact you when records are ready.

Signatures

This request for access to records, must be signed by the client or an authorized representative.

Signature: _____ Date: _____

Printed name: _____

If representative, describe relationship: _____

Upon completion of this form, please send it by mail to Records Department, Rebekah Children's Services, 290 IOOF Avenue, Gilroy, CA 95020, by fax to (408) 846-2495, or bring it to the front desk at any RCS location. We will respond to your request within 15 days of receipt.

For more information about your privacy rights, see the "Notice of Privacy Practices" available on our website at www.rcskids.org, at the front desk at any RCS location, or by sending a written request to Privacy Officer, Rebekah Children's Services, 290 IOOF Avenue, Gilroy, CA 95020.

If you believe your privacy rights have been violated, you may file a complaint with the RCS Privacy Officer or with the Secretary of the Department of Health and Human Services, Washington, D.C. To file a complaint with the agency, contact the Privacy Officer at (408) 846-2100. All complaints must be submitted in writing. You will not be penalized for filing a complaint.