

COVER LETTER

Patient Request for Access to Electronic Health Information

To:

Medical Records / Health Information Management Department

I'm writing to request access to my health information under the **HIPAA Right of Access (45 CFR § 164.524)**. My signed request form and a detailed appendix with instructions are attached.

I want to flag that **this is different from a standard records release**. I'm not asking for a CCDA, patient summary, or portal download — I'm requesting a complete **Electronic Health Information (EHI) Export**, which is a specific built-in feature of your EHR system. The attached appendix explains what this is and how to produce it.

If you're in the medical records department and this isn't something you typically handle, that's okay — **please forward this entire request to your HIM director, IT department, or EHR administration team**. They'll be familiar with this feature, and the appendix includes step-by-step instructions and links to your EHR vendor's documentation.

A few things worth noting:

- Under HIPAA, this request should be acted on within **30 calendar days**. If more time is needed, I'd just need written notice with a reason and a new target date.
- Because the EHI Export is produced using built-in certified EHR functionality, **no fee should apply** (45 CFR § 164.524(c)(4)).
- This request applies even if my records are held by a business associate on your behalf — the obligation to provide access runs through to whoever maintains the data (45 CFR § 164.524(b)(2)(iii)).
- If this request isn't fulfilled, I have the right to file a complaint with the HHS Office for Civil Rights.

I'm happy to help coordinate on delivery logistics — you can reach me using the contact information on the attached form.

Thank you for your help with this.