

You have the right to access and obtain a copy of your health records (PHI) under the HIPAA Privacy Rule. Please submit a written request to Rebecca B. Lapidus, 1340 N White Chapel Blvd, Suite 130, Southlake TX 76092 and include your full name, date of birth, and desired records. Within 15 business days upon signature of Dr Lapidus's Release of Records Authorization Form, Dr Lapidus will provide access and Dr Lapidus may charge a reasonable fee for copies.

Dr Lapidus' practice requires individuals to request access in writing. See 45 CFR 164.524(b)(1) and to complete a Release of Records Authorization Form supplied by Dr Lapidus based on such written request. The same process of written request and completed Release of Records Authorization Form would apply if an individual requests their PHI to be sent to a third party.

The Privacy Rule requires Dr Lapidus to take reasonable steps to verify the identity of an individual making a request for access. See 45 CFR 164.514(h).

As Dr Lapidus' records are not readily producible in the electronic format the request for PHI will be fulfilled through paper copies.

Dr Lapidus also may provide the individual with a summary of the PHI requested, in lieu of providing access to the PHI, or may provide an explanation of the PHI to which access has been provided in addition to that PHI, so long as the individual in advance: (1) chooses to receive the summary or explanation (including in the electronic or paper form being offered by the covered entity); and (2) agrees to any fees (as explained below in the Section describing permissible Fees for Copies) that may be charged by the covered entity for the summary or explanation. See 45 CFR 164.524(c)(2)(iii).

Under certain **limited** circumstances, Dr Lapidus may deny an individual's request for access to all or a portion of the PHI requested. For a complete list of the grounds and conditions for denial of access, see 45 CFR 164.524(a)(2)-(4). In some of these circumstances, an individual has a right to have the denial reviewed by a licensed health care professional designated by Dr Lapidus who did not participate in the original decision to deny. *Reviewable* grounds for denial (45 CFR 164.524(a)(3)). If Dr Lapidus denies access, in whole or in part, to PHI requested by the individual, Dr Lapidus must provide a denial in writing to the individual no later than within 30 calendar days of the request (or no later than within 60 calendar days if Dr Lapidus notified the individual of an extension). See 45 CFR 164.524(b)(2). The denial must be in plain language and describe the basis for denial; if applicable, the individual's right to have the decision reviewed and how to request such a review; and how the individual may submit a complaint to Dr Lapidus or the HHS Office for Civil Rights. See 45 CFR 164.524(d).

You have the right to revoke release of records authorization at any time unless Dr Lapidus has taken action in reliance upon it. Additionally, if you decide to revoke this authorization, such revocation must be in writing and received by Dr Lapidus at 1340 N White Chapel Blvd, Suite 130, Southlake TX 76092 to be effective

U.S. Department of Health and Human Services. Health Information Privacy. Individuals' Right Under HIPAA to Access their Health Information 45 § CFR 164.524 - <https://www.hhs.gov/hipaa/for-professionals/privacy/guidance/access/index.html>