

Patient Medical Records Request Addendum

To be attached to any formal request for medical records under federal law

Legal Authority: This request is made under both the HIPAA Privacy Rule (45 CFR §164.524) and the 21st Century Cures Act - Information Blocking Rule (45 CFR §171).

This document serves as a legal addendum to any standard medical records request and must be treated as an inseparable component of that request.

Under the HIPAA Privacy Rule, patients have a right to obtain complete, unredacted medical records from any covered entity. Under the 21st Century Cures Act, patients have the right to immediate, unfiltered access to all electronic health information (EHI) unless a narrow legal exception applies.

What This Means:

- You may not delay, block, or alter release of diagnostic test results, provider notes, or behavioral health records.
- You may not withhold records due to internal policies or incomplete physician sign-off.
- You must include all applicable content, including psychiatry notes, scanned documents, communications, and requestable access metadata (see below).

Note on Access Logs:

A full audit trail of electronic record access - including timestamped user access history - is respectfully requested. While audit logs may fall outside the Designated Record Set (DRS), this request is made in the context of transparency, potential record omissions, and the patient's right to request a privacy-related accounting under 45 CFR §164.528.

REQUIRED DOCUMENTS (DO NOT OMIT):

- All physician notes (primary care, specialists, ER, psychiatry, psychology, consultations)
- All nursing notes, shift assessments, handoff summaries, and incident reports
- All behavioral health evaluations or psychiatric assessments - including informal notes
- All social work, case management, and utilization review documentation
- All discharge summaries, transition of care notes, and medication reconciliation forms
- All laboratory results, including culture results and reference ranges
- All radiology reports and raw imaging data (e.g., DICOM format)
- All pathology, cytology, and biopsy reports
- All scanned-in outside records and prior documents

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- All internal communications referencing patient care
- Any edits, addenda, or retroactive changes to the record
- Requested: EHR access log (timestamp + user ID)

NON-COMPLIANCE WARNING

Omission, redaction, delay, or refusal to produce the required documents may result in:

- A formal HIPAA/OCR complaint
- A Cures Act information blocking complaint
- Legal action by the requester or their representative

CERTIFICATION & REQUEST SCOPE

By attaching this addendum, I am formally and lawfully requesting the complete, original, and unedited medical record of the patient named below. This includes all supplemental files, system-generated data, and internal communications. Partial fulfillment will be interpreted as non-compliance.

Patient Name:

Date of Birth:

Date of Request:

Patient or Legal Representative Signature:

Printed Name:

Relationship to Patient:

☐ Parent of minor ☐ Power of Attorney ☐ Legal Guardian ☐ Executor of Estate

Optional: Attach this addendum to any official release form, HIPAA authorization, online portal request, or secure message when requesting records.