

How to Request Your Health Care Records

Clients have the right to request access to their health care records.

To request your records:

1. Submit a written request by email. Please see below for example of information needed.
2. Include your full name, date of birth, and the specific records you are requesting.
3. Requests may be subject to identity verification and applicable fees as permitted by law.
4. Records will be provided within the timeframe required by Texas law.

If you have questions about requesting records, please contact the practice directly using the contact information listed on this website.

Client Legal Name _____

I authorize:

Biblical Counseling of Fort Worth

to release or obtain the following protected health information:

To or From the Following Provider or Entity

Provider Name

Phone Number

Relationship to Client

Purpose of Disclosure (Initial all that apply)

Continuity of care
 Treatment planning
 Legal or administrative purposes
 Personal records
 Insurance or billing
 Other _____

Confidentiality Statement

I understand that my protected health information may be subject to disclosure under federal and state law, including the Health Insurance Portability and Accountability Act and applicable Texas Health and Safety Code provisions. _____

I understand that once this information is released, it may no longer be protected if the recipient is not a covered health care provider or entity. _____

Biblical Counseling of Fort Worth
www.biblicalcounselingoffortworth.com
(817) 360-3058

I understand that this authorization is voluntary and may be revoked at any time by written notice, except where action has already been taken. This authorization will automatically expire one year from the date of signature unless otherwise revoked. _____

I understand that I have the right to receive a copy of this authorization. _____

I understand that I have the right to refuse to sign this authorization and that refusal will not affect my ability to receive treatment, except as required by law. _____

Texas Records Access and House Bill 4224 Notice

In accordance with Texas Health and Safety Code Section 181.105 and House Bill 4224, clients have the right to request access to or copies of their health care records. Requests must be submitted in writing and may be subject to reasonable processing time and allowable fees under Texas law. Records will be provided within the time frames required by state and federal regulations unless access is restricted by law.

If you are a legal guardian or court appointed representative, documentation verifying your authority must be attached to this authorization.

Signatures

Client or Legal Representative Signature

Date

Witness Name Printed

Witness Signature

Witness Date