

## **Request for Access to Inspect and/or Copy Protected Health Information**

### **Can you explain what this right means?**

You have the right to request a copy of protected health information that Assurant Health has about you in a designated record set. A record set may include information related to enrollment, billing, claims or medical management.

Assurant Health is not always required by law to provide access to certain protected health information. For example, Assurant Health can deny access to psychotherapy notes and information compiled in anticipation of, or for use in, civil, criminal or administrative actions or proceedings.

### **How much will this cost me?**

There are several items you may request to access, inspect or copy. These items have been categorized on the form, and a separate fee has been established for each category. See the form for more detail.

You must send a check for the appropriate amount, made payable to Assurant Health, with your request. Assurant Health will **not** process your request if the appropriate fee is not included with your request.

### **How do I make a request?**

Print and complete the form below. Don't forget to sign and date the form. Mail the completed form, with any appropriate fees, to: Assurant Health, PO Box 354, Milwaukee, WI 53201-0354.

Please do not include these instructions with your request.

A written response, indicating the approval or denial of your request, will be sent to the address you provide on the form.

**Request for Access to Inspect and/or Copy Protected Health Information**



**ASSURANT Health**

Complete and mail this form with the appropriate fees (as listed below) to:

Assurant Health, PO Box 354, Milwaukee, WI 53201-0354

Please make your check payable to Assurant Health

Complete the following for the individual whose information is being requested:

Name \_\_\_\_\_

Policy No. \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone No. ( ) - \_\_\_\_\_

City/State \_\_\_\_\_

Social Security No. - - \_\_\_\_\_

ZIP Code \_\_\_\_\_

Birth Date / / \_\_\_\_\_

I \_\_\_\_\_, hereby request a copy of the protected health information requested below. Please mail to me at:

the address above  an alternate address: \_\_\_\_\_

I request the protected health information contained in the following records. I will specify the details for you in the blanks below. I understand I am responsible to pay the fee for each category I check below.

Enrollment Information (underwriting and application process) . . . . .  Fee: \$25.00

Provider(s) \_\_\_\_\_

Medical Condition \_\_\_\_\_

Claims Information . . . . .  Fee: \$25.00

This is regarding  a claim  a service provided

Date(s) of Service \_\_\_\_\_

Provider(s) \_\_\_\_\_

Medical Condition \_\_\_\_\_

Case or Medical Management Information (pre-authorization) . . . . .  Fee: \$25.00

Date(s) of Service \_\_\_\_\_

Provider(s) \_\_\_\_\_

Medical Condition \_\_\_\_\_

Billing/Premium Information . . . . .  Fee: \$25.00

Billing Period \_\_\_\_\_

Detail of issue \_\_\_\_\_

Other . . . . .  Fee: \$ 25.00

Please describe: \_\_\_\_\_

\_\_\_\_\_

**TOTAL DUE ASSURANT HEALTH: \$ \_\_\_\_\_**

Note: All fees are based on the average cost to provide the items anticipated in each category.

Check here if you would like to inspect and/or copy the requested information in person at Assurant Health in Milwaukee, Wisconsin, at your own expense. We will contact you to arrange for a mutually convenient time. Please understand that you will be charged the same fees as set forth for any copies you receive.

Pursuant to Federal law, I understand that Assurant Health may deny this request. By signing this form, I am confirming that it accurately reflects my wishes.

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

**If signed by a Personal Representative:**

Name of Personal Representative: \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_

Relationship to individual or nature of authority: \_\_\_\_\_

Signature of Personal Representative \_\_\_\_\_ Date \_\_\_\_\_

(If you are the Personal Representative, other than a parent or legal guardian, please attach a copy of any documents verifying your position as Personal Representative.)

(Please submit a separate request and fee for each individual)