



# REQUEST A COPY OF SOMEONE ELSE'S HEALTH RECORDS

Please mail or fax your completed form to the applicable Health Records location

PLEASE USE FORM REQ-1 IF YOU ARE REQUESTING YOUR OWN HEALTH RECORDS

Part 1 – Requestor Information <i>(your own information)</i>			
Last Name		First Name	
Organization Name if applicable (e.g., Law firm)		Phone Number <i>(during business hours)</i>	
Mailing Address <i>(where records will be mailed)</i>		City	Province
			Postal Code

Part 2 - Patient Information <i>(information about the patient whose records you are requesting)</i>			
Last Name	First Name, Middle Name(s)	Personal Health Number <i>(Care Card Number)</i>	
Former Name(s)	Date of Birth (yyyy-mmm-dd)	Date of Death, if applicable (yyyy-mmm-dd)	
Last Known Address		City	Province
			Postal Code

Part 3 – Records Requested
<b>3.1 Specify the <u>Island Health facility</u> you are requesting records from.</b> <ul style="list-style-type: none"> <li>For a list of Island Health facilities, please visit <a href="https://www.islandhealth.ca/our-locations">https://www.islandhealth.ca/our-locations</a>. Be as specific as possible as this will help us process your request faster.</li> <li>Listing "all" sites will result in searches taking place at locations where you have not received services and will lead to delays in processing your request.</li> </ul>

3.2 Identify the <u>services</u> you accessed at Island Health from which you are requesting records.
<input type="checkbox"/> Inpatient <i>(hospital stays)</i> <input type="checkbox"/> Community Urgent Care Centers <input type="checkbox"/> Seniors Outreach Programs
<input type="checkbox"/> Ambulatory Clinics <input type="checkbox"/> Primary Care Centers (includes NPs) <input type="checkbox"/> Other Services <i>(describe below)</i>
<input type="checkbox"/> Daycare <i>(medical or surgical)</i> <input type="checkbox"/> Home & Community Care
<input type="checkbox"/> Emergency Department <input type="checkbox"/> Residential Care Facilities
<input type="checkbox"/> Diagnostic <i>(e.g., lab, imaging)</i> <input type="checkbox"/> Outpt Mental Health & Substance Use Svcs (MHSU)
<input type="checkbox"/> Public Health <input type="checkbox"/> Development Disability Mental Hlth Team (DDMHT)

3.3 Identify the <u>types of records</u> that you are requesting below.
<ul style="list-style-type: none"> <li>Please be advised, larger requests will result in extensions to the due date of this request as per FOIPPA due to the amount of time it will take to gather, copy and process the records. In order to provide a timely response please be as specific as possible in identifying the records you require.</li> </ul>

<b>Limited Scope Records Request</b> <input type="checkbox"/> Lab Results <input type="checkbox"/> Medical Imaging: <input type="checkbox"/> Reports <input type="checkbox"/> CD <input type="checkbox"/> Other <i>(describe)</i>
<input type="checkbox"/> <b>Standard Records Package</b> – This type of request will not produce all records in our system but will produce the most commonly sought after records such as progress notes, clinic notes, specialist consultation reports, operative/procedural reports, discharge summaries, history and physicals, lab and medical imaging results and emergency department records. This package does not include notes from nursing or allied health professionals.
<input type="checkbox"/> <b>Other Specified Records in a Date Range</b> – Other records not identified in the Standard Records Package. Provide specific details of the records you require. This type of request will produce records able to be located based on the information that you have provided. Please note that these types of requests typically result in extensions due to the large volume of searching and copying required. If you select this option, ensure that you provide the <b>specific locations</b> you have received services at in section 2.1 above.
Description of additional records required:

<b>3.4 Date Range of Records Requested:</b> If you do not know exact dates, please provide best estimate	Date From (yyyy-mmm-dd)	Date To (yyyy-mmm-dd)
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Part 4 – Patient Consent <i>(age 12 or older)</i>		
I consent to the release of my records identified in PART 3 (Records Requested) of this form to the individual/organization identified in PART 1 (Requestor Information) of this form:		
Patient Name (Print)	Patient Signature	Date Signed (yyyy-mmm-dd)

***If you are requesting records without patient consent, please complete Parts 5 to 7 on the next page***

(REQ-2) Request a copy of someone else's Health Records

Information on this form collected under the authority of section 26 (c) of the BC Freedom of Information and Protection of Privacy Act and is used for the purpose of responding to your request. Questions can be directed to the designated FOI officer for the location of the records you are seeking.

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**Part 5 – Purpose of Request** Describe the purpose of your request and how you are acting on behalf of the person you are requesting records for. Attach additional pages if necessary.

**Part 6 – Who may act on behalf of a Person**  
Please select or provide one situation from category A through E below that best describes in what capacity you are acting on behalf of a person in relation to the purpose of your request described in PART 5.

<b>A) Who may act on behalf of an Adult</b>		<b>B) Who may act on behalf of a Minor (age 11 or younger)</b>	
<input type="checkbox"/> I am the <b>Committee of Person</b> <input type="checkbox"/> I am the <b>Litigation Guardian</b> <input type="checkbox"/> I am the <b>Representative</b> under the <i>Representation Agreement Act</i> <input type="checkbox"/> I am the <b>Power of Attorney</b> (see <i>limits to records access below</i> )		<input type="checkbox"/> I am <b>Guardian</b> under a court order or legal agreement <input type="checkbox"/> I am <b>Guardian</b> as I am the parent who has lived with or regularly cared for this minor and there is no order or agreement removing my guardianship	
<b>C) Who may act on behalf of a Deceased Adult</b>		<b>D) Who may act on behalf of a Deceased Minor (under 19)</b>	
<input type="checkbox"/> I am the <b>Executor or Administrator of Estate</b> <input type="checkbox"/> I am the <b>Committee of Person/Estate</b> <i>If there is no Executor, Administrator of Estate, or Committee of Person, appointed by court order, then the appropriate person falls to the nearest relative who is the <u>first person</u> in the following list who is willing and able to act on behalf of the deceased.</i> I am the: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Spouse</b></li> <li><input type="checkbox"/> <b>Adult Child</b></li> <li><input type="checkbox"/> <b>Parent</b></li> <li><input type="checkbox"/> <b>Adult Brother or Sister</b></li> <li><input type="checkbox"/> <b>Other Adult Relation</b> (describe below)</li> </ul>		<input type="checkbox"/> I am <b>Executor or Administrator of Estate</b> <input type="checkbox"/> I am <b>Guardian</b> under a court order or legal agreement <input type="checkbox"/> I am <b>Guardian</b> as I am the parent who lived with or regularly cared for this minor and there is no order or agreement removing my guardianship <i>If there is no Executor, Administrator of Estate, or Guardian, then the appropriate person falls to the nearest relative who is the <u>first person</u> in the following list who is willing and able to act on behalf of the deceased.</i> I am the: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Parent</b> (but not guardian)</li> <li><input type="checkbox"/> <b>Adult Brother or Sister</b></li> <li><input type="checkbox"/> <b>Other Adult Relation</b> (describe below)</li> </ul>	
<b>E) Other Adult Relationship to patient/deceased</b> (attach additional pages or records if necessary)			

**IMPORTANT INFORMATION** – You are required to submit legal documentation for the selection that you have made in sections A through E in Part 6 above. For example, if you are the executor for the patient, you must submit the pages of the Will which show you as the executor to the Will as well as the pages showing that the Will has been signed and executed. If there are multiple executors who must act jointly to a Will, all executors will be required to sign this request. If you are requesting information for a minor who is age 12 or older, the minor must sign the Patient Consent in Part 4 of this form. **Island Health is only authorized to release records necessary to support the scope of the duties or powers granted to you and limited to your stated purpose. Access to records that are not necessary to support your granted duties, powers and stated purpose will not be provided.**

**Part 7 – Requestor Attestation**

I attest that I have the legal authority to act on behalf of the patient and that the information I have provided is truthful and accurate.

Requestor Name (Print)	Requestor Signature	Date Signed (yyyy-mmm-dd)
Co-Requestor Name (If Applicable)	Co-Requestor Signature (If Applicable)	Date Signed (yyyy-mmm-dd)

Send your completed form to the Health Records location you are seeking records from.  
 A list of Health Records locations can be found in the “FOI Officers Contact List” on the public website:  
<https://www.islandhealth.ca/about-us/accountability/information-stewardship-access-privacy/accessing-information-records>

- Please note the following:
- Requests for health records are typically processed within 30 business days, which is about 43 calendar days. Some requests may take longer due to volume of records, extent of search time, or if insufficient detail has been provided in your request.
  - You may be required to provide further proof of identity prior to release of any records such as government photo id. It is Island Health policy to forward requests believed to be fraudulent to the police.
  - Please be advised that Island Health is not obliged to provide copies of records that have been previously provided.