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| **PATIENT ACCESS TO RECORDS REQUEST INSTRUCTIONS** |
| Michigan Department of Health and Human Services |
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| **How can I get a copy of the results of my laboratory test?** |
| You must make the request in writing. For tests done by the MDHHS lab, you should fill out the form DCH-1226, Access to Records Request.  Please provide as much information on the form as you can, and be as specific as possible. For example, the date your specimen was collected, the type of test done, and if you had a different name at the time your test was done. |
| **What else will I need to do?** |
| In compliance with HIPAA regulations, we must then verify that you (the requesting party) are either the patient or a legal representative of the patient before we can give you a copy of your results. You must also send us a photocopy of your valid driver license, state identification card, passport, student ID, or other form of official identification that includes your photograph and signature.  If you are a legal representative of the patient, we will also need **a copy of the document proving your legal right to the patient’s protected health information**, such as your child’s birth certificate, a durable power of attorney, letter of guardianship, etc. |
| **Where do I send my completed form and proof of ID?** |
| Please return your completed form, proof of identification, and proof of legal authorization (if you are not the patient) to:  Michigan Department of Health and Human Services  PHCS Legal Division  Bureau of Legal Affairs  333 South Grand Avenue – 5th Floor  Lansing, MI 48933  Phone: 517-284-4844 or 517-284-4849  Fax: 517-241-1200 Email: [MDHHS-Subpoena@michigan.gov](mailto:MDHHS-Subpoena@michigan.gov) |
| **How much does it cost to get a copy of my lab results?** |
| In rare cases (reports that are greater than 100 pages) there may be a fee for copying. We will try to contact you for approval before charging a fee. |
| **How long will it take to get my results?** |
| After you return the form and proof of identity (and legal authorization, if needed), our Privacy office will verify that you are the patient, or that you are an authorized representative. Once the verification is complete, we will send you the results. This may take up to 30 days from the time we receive the written request. The laboratory is required to save most laboratory records for only two years. If we do not have any laboratory results, we will notify you.  Please review our Notice of Privacy Practices, which is available on our website [www.michigan.gov/mdhhslab](http://www.michigan.gov/mdhhslab) in the “Contact Us” section.  Look for “Patient Access,” where you will find a link to the form and notice of our privacy practices. |
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