

How Do I Access My Personal Health Information?



Your Privacy is Important to US

Viewing a Health Record

A person can request to view their own health record at the health care facility where they were treated.

Obtaining a Copy of a Health Record

A person can obtain a copy of their own hospital health record by submitting a written request to the Health Records Department and signing a [Consent for Access or Disclosure of Personal Health Information form](#).

These forms are available through Health Records Department of either Strathroy Middlesex General Hospital or Four Counties Health Services, or available on line. Once completed the form must be either mailed or dropped off in person to the respective Health Records Department.

Obtaining a copy of the health record of anyone, other than yourself: To obtain a copy of a health record of an individual other than yourself, requires the express consent from the individual, their Substitute Decision Maker (SDM) or Legal Guardian. The individual/SDM/Legal guardian must complete a [Consent for Access or Disclosure of Personal Health Information form](#). These Access/Disclosure forms are available online or through the hospitals' Health Records Department. Once completed the form must be either mailed or dropped off in person to the Health Records Department.

Obtaining a copy of the health record of a deceased patient: If you are requesting a copy of the hospital record of a patient that is deceased, you must submit proof of your legal signing authority in addition to completing a [Consent for Access or Disclosure of Personal Health Information form](#). These forms are available online or through the hospitals' Health Records Department.

Once completed the form must be either mailed or dropped off in person to the Health Record Department.

- **You must provide either:**
 - a copy of the deceased person's Will naming you as the Executor or,
 - in the absence of a Will, a letter notarized by a lawyer to confirm your legal signing authority.

Obtaining a copy of the health record for a third party: You can request that a copy of your hospital health record be released to a lawyer, insurance company, or any other third party specified by you, by completing a [Consent for Access or Disclosure of Personal Health Information form](#). These forms are available on line or through the hospitals' Health Records Department. Once completed the form must be either mailed or dropped off in person to the Health Records Department.

Obtaining a copy of the health record for other health care providers: When requested, copies of your health record may be provided to health care providers outside the hospital to ensure continuing care for you. Your attending physician at the hospital may also share reports or summaries of your treatment at the hospital with other physicians and health care providers involved in your care to ensure they are aware of treatments or medications that may affect your ongoing care.

[How Do I Correct My Personal Health Information?](#)

If demographic information, e.g., name, address, phone # etc., is incorrect, you can contact the Manager of Health Records & Privacy :

Strathroy Middlesex General Hospital – 519-245-5295 ext 5529

Four Counties Health Services – 519 693 7111 ext 5529

If you feel that any other information in your health record is incorrect, or needs to be amended, contact the Privacy Office. Your request will be reviewed by the Privacy Office and the author of the record. By law, the hospitals are not required to correct a professional opinion or observation made in good faith about a patient. Please contact the Privacy Office at

Privacy Office Contact Information:

Manager of Health Records & Privacy

Phone:

SMGH – 519 245 5295 ext 5529

FCHS – 519 693 7111 ext 5529