

# Individual Request to Inspect Health Information maintained by Skai Blue Cross Blue Shield

I request to review health information held about me in Skai Blue Cross Blue Shield's "Designated Record Set" in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that Skai Blue Cross Blue Shield is a third-party claims administrator providing services for my Employer's Group Health Plan. A "Designated Record Set" includes information such as medical records, billing records, enrollment, payment, claims adjudication and health plan case or benefits management record systems used to make decisions about individuals.

The period of service for the Designated Record Set being requested is \_\_\_\_\_ to \_\_\_\_\_  
(date in mm/dd/yyyy format) (date in mm/dd/yyyy format)

## The records being requested were used by Skai Blue Cross Blue Shield to make what decision?

Denied, amended, discontinued coverage      General information      Denied claim      Other (specify below)

I understand that Skai Blue Cross Blue Shield has 30 days to respond to this request, and if someone else holds the information or it is off-site, the response time is 60 days. Skai Blue Cross Blue Shield may extend the response time up to an additional 30 days if needed, with written notice to me prior to the original response date.

## I request that the information be provided in the following format:

Paper      Electronic

However, I understand that depending on the record set involved, it may not be possible to receive the information via electronic methods.

I agree to pay any fees for copying my health information. Fees will be reasonable and cost-based, and include only the cost of copying (.25/page) and postage (actual fees). Any fees will be communicated to me prior to the preparation of the request so that I might agree to and arrange payment of the fees.

If I request a prepared explanation of how to read the documents contained in the record set, I understand that a fee will be charged based on the time required to prepare the request and communicated to me prior to the preparation of the request so that I might agree to and arrange for payment of the fees.

I understand that this request does not require release to me of certain health information, including:

(1) information that is not held in the Designated Record Set; (2) psychotherapy notes or substance use disorder treatment notes; (3) information compiled in reasonable anticipation of or for litigation or legal review; and (4) other information not subject to the right to access information under HIPAA.

Name		Daytime Phone Number	Member ID or Social Security number	
Street or PO box	City	State	ZIP	

Signature

**Send completed form to your employer's Human Resources or Benefits Administration Office.**

Date signed (mm/dd/yyyy)