

Brown County Human Services  
**ACCESS TO RECORDS REQUEST FORM**

<b>Full Name:</b>	
<b>Date of Birth:</b>	
<b>Social Security #:</b>	
<b>Address:</b>	
<b>Phone #:</b>	

If you are asking for access to your records held by Brown County Family Services, please consider the following:

- You may ask to access, look at, or get information about yourself that is in Brown County Human Services' records.
- We cannot give you access to psychotherapy notes.
- We may deny you access to your information if it was given to us by someone other than a health care provider, under the promise of confidentiality.

\_\_\_\_ I would like to review my records in office at Brown County Family Services after they are prepared.

\_\_\_\_ I would like to pick up my records at Brown County Family Services after they are prepared. I can be reached the phone number listed above. (Please note there may be a charge for this option.)

\_\_\_\_ I would like my records to be mailed to the above address after they are prepared. (Please note there may be a charge for this option.)

I am asking for access to my information for the following time period:

From: \_\_\_\_\_ To: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE: Proof of identification must be attached.

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**Your Rights to Access Your Information:**

- You have a right to request access, look at, or get information about yourself that is in Brown County Family Services' files.
- You have a right to have an answer to your request within 30 days. If the information is not at this location, you have the right to have an answer within 60 days. If there are delays in getting you the answer, you will be told. The delay cannot be more than 30 days. You will receive an answer in writing.
- You may be charged a fee, if you have accessed the same information within the past year.
- Your request may be denied if professionals involved in your case believe that access to your information could be harmful to you or others.
- The reviewer must decide, within a reasonable time, whether to approve or deny your request. You will get an answer in writing. The answer will include the reason for the decision.

**You have a right to file a privacy complaint:**

Individuals can file privacy complaints with either Brown County Human Services or with the U.S. Department of Health and Human Services, Office of Civil Rights.

Privacy complaints may be directed to any of the following:

**Brown County Human Services**

Agency Director  
1117 Center Street  
P.O. Box 788  
New Ulm, MN 56073-0788  
Phone: 507-354-8246  
Fax: 507-359-6542

**U.S. Department of Health and Human Services, Office for Civil Rights**

Medical Privacy, Complaint Division  
200 Independence Avenue, SW  
HHH Building, Room 509H  
Washington, D.C. 20201  
Phone: 866-627-7748  
TTY: 886-788-4989  
Email: [www.hhs.gov/ocr](http://www.hhs.gov/ocr)