GUARDIAN®

Request to Inspect & Copy Protected Health Information

You have the right to inspect and obtain a copy of your Protected Health Information (PHI) maintained in our possession. PHI's routinely include copies of your Claims and Explanation of Benefits (EOB's). In some instances it may contain Medical Records not including psychotherapy notes and Initial Enrollment Information. Enrollment information routinely includes copies of your Application for Coverage. In some instances, it may contain copies of requested Evidence of Insurability (EOI) and Medical Records.

You also have the right to request that we restrict the disclosure of your PHI if the disclosure is to a health plan for the purposes of Payment or Health Care Operations (but not Treatment), unless the disclosure is required by law, and the PHI pertains solely to a health care item or service for which the provider involved has been paid out-of-pocket in full.

If you request copies of your PHI, you will be charged a fee of $25.00 to cover our administrative costs unless otherwise mandated by any applicable State Privacy Legislation.

In order to initiate this process, please submit $25, made payable to Guardian, along with the completion of this form to the address below.

Member Information: (Individual whose information will be released)

Name: _____ Date of Birth: _____
(First, Middle, Last) (Month/Day/Year)

Address: _____
City State Zip Code

Telephone Number (including area code): _____

Employer Name: _____ Group Plan #: _____

Employee Name: _____ Social Security Number: _____

Please indicate the **exact** health information you wish to review including the time period(s) [please indicate the coverages the information pertains to, i.e.: Medical, Dental, Vision, Rx].

_____

_____

_____

Do you want copies of your Original Enrollment information? ☐ Yes ☐ No. If "Yes", please specify exactly what Enrollment information you wish to review _____

☐ Please restrict disclosure of my PHI for the purposes of Payment or Health Care Operations (but not Treatment).

We are permitted by law to deny part or all of your request for access for one or more of the following reasons:

- The request form is not signed by you or your personal representative;
- The form is signed by your representative and the representative has not provided information on the source of their authority to act for you;
- We do not maintain the information you have requested to copy or inspect;
- The information you have requested is not part of your records;
- Your request is for psychotherapy notes;
- Your request includes information compiled for litigation;
- Your request includes information created or obtained in the course of research still in progress that includes your treatment and you agreed to this denial of access when consenting to participate in the research;
- A licensed health professional has determined that the requested access is likely to either endanger your or another person's life or safety or cause substantial harm to you or another person;
- Your request is to copy information and you are an inmate in a correctional facility;
- Your request includes information not subject to access under the federal Privacy Act;
- Your request relates to certain information that was obtained from a confidential source and we are not required to provide access to it by law.

Print Name: _____ Relationship: _____

Signature: _____ Date: _____

Note that no access request will be processed unless you or your authorized representative have signed this form.

If you are an authorized representative (other than a parent of a minor child), you will need to provide documentation or an explanation of your authority to act for the member (e.g., Power of Attorney).

☐ Please send this information to the authorized representative (need to include form or letter of authorization):

Name: _____ Relationship: _____

Address: _____
City State Zip Code

Please send this form to: The Guardian Life Insurance Company of America
Employee Benefits Department, P.O. Box 981573, El Paso, TX 79998-1573