



## Personal Health Information Protection Act, 2004 (PHIPA) Access/Correction Form

File No.: 11-

**NOTE: This form constitutes a formal application to access or correct your own personal health information. Prior to completing this form, you are encouraged to contact the appropriate City department to request access to or correction of your own personal health information through the informal access/correction process.**

Your access/correction request will be processed in accordance with the time limits set out in the *Personal Health Information Protection Act, 2004*. The time limit to respond to your inquiry will begin from the date this form is received by the Municipality of York Region.

Fees: Photocopies and Computer Printouts.....\$ 0.20 per page

### Part I – To be completed by Requester

<input type="checkbox"/> Access to Own Personal health Information  <input type="checkbox"/> Correction of Own Personal Health Information	<b>Submit Formal Request to:</b> Community and Health Services Program Manager, RIM Privacy Regional Municipality of York 17250 Yonge St Newmarket, ON L3Y-6Z1
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Please provide any previous last names if the last name appearing on the personal health information records is not the same as below

### Requester Information

Last Name	First Name	Middle Name
Address	City/Town	Province
Postal Code	Telephone Number (Day)	Telephone Number (Evening)

### Details of Request

Please provide a detailed description of requested personal health information records or correction of personal health information: (If request is for correction of personal health information, please indicate the desired correction and attach any supporting documentation)

<input type="checkbox"/> Receive Copy  <input type="checkbox"/> View Original (on-site only)	Signature of Requester:	Date (DD/MM/YYYY)  ___/___/____
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### Part II – For Office Use Only

Date Request Received (DD/MM/YYYY)  ___/___/____	Request received by: (Please print name) Signature:
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Personal health information contained on this form is collected under section 53 of the *Personal Health Information Protection Act, 2004*, and will be used to respond to your request. Questions about this collection should be directed to Regional Municipality of York, Program Manager, RIM Privacy, 17250 Yonge St., Newmarket, ON L3Y-6Z1, telephone: 1-877-464-9675 or 905-830-4444, extension 4056