**Need a copy of your health records?**

To help you with this, we generally need to have your written permission. We have a few ways for you to access your records.

* If you’re a clinic patient, please sign up at the clinic front desk to access your personal *Secure Clinic Health Portal* where you will be able to review your lab work and immunization records.
* Fill out our Release of Information form (**CLICK HERE** to download – on the website). You can mail your complete and signed release form to 733 Cedar Street, Garberville, CA or fax it to us at 707-923-4433.
* If you do not have a printer available, you can phone our office at 707-923-3921 (EXT. 294, 288, or 236) and we will gladly mail you a copy. You can also come in and pick one up at the Clinic or ER registration desk.

**When filing out your release please be aware of the following IMPORTANT information we need to process your request:**

* Fill in **ALL** the identifying information (NAME, DOB, ETC) so we can retrieve the correct records.
* Indicate **CLEARLY** who the records are going to, including the mailing address and phone number, so we can get your records to the right location.
* Provide **ACCURATE** date(s), and indicate what type of records you want released. For example, you lab test results from January through March of 2015.
* Check the correct box regarding the **REASON** for your request. For example, continuation of care. Our facility is *required* to keep track of this information.
* If you’re requesting certain types of sensitive information, like mental health records, please make sure to **INITIAL** the provided space. An X or a ✔ will not be enough for us to process your request.
* ***Sign and Date your request – you’re done!***

**If you have any questions, don’t hesitate to call us at 707-923-3921 xt 294, 288 or 236. We’ll be happy to help.**