



# Community Integrated Health Services

## Request for Personal Behavioral Health Records

You have a right to request and receive a copy of your behavioral health records and be told the cost for copying (see Washington Administrative Code 182-538D-0680). There will be no charge for the first copy of your records. Although regulations allow 30 days to respond to requests for records, we will attempt to complete your request as quickly as possible. Please follow the instructions below.

**Instructions:**

- Complete this Request for Personal Behavioral Health Records form.
- If this request is being made by someone other than the individual in services, please attach proof of your authority to act on their behalf, and indicate your relationship to the individual.
- Submit this referral form and any attachments in person or via:
  - Email [Scheduling@cihealthservices.com](mailto:Scheduling@cihealthservices.com)
  - Fax: (844) 554-3370 or (360) 748-4480
  - Postal Mail (see last page for mailing addresses.) Attention: Records Request, Community Integrated Health Services

**Individual in Services Information (please print):**

First Name:			
Last Name:			
Date of Birth:			
Phone Number:			
Address:			
	City:	Zip:	
Preferred Method of Delivery:	<input type="checkbox"/> Mail	<input type="checkbox"/> Pick up in person	<input type="checkbox"/> Other:

**Information being requested (please initial):**

_____ Assessment/Diagnosis	_____ Treatment Plan
_____ Psychological Test Results/Evaluation	_____ Discharge Report
_____ Psychiatric Evaluation	_____ Alcohol and Drug Treatment
_____ Medication/Lab Reports	_____ Progress Notes
_____ HIV/AIDS and STD results, diagnosis or treatment records (per RCW 70.02.220)	
_____ Other (specify): _____	

Signature of individual in services, legal guardian or authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to individual in services: \_\_\_\_\_

**Community Integrated Health Services Mailing Addresses:**

**Cowlitz County:** 1116 14<sup>th</sup> Avenue, Longview, WA 98632

**Grays Harbor County:** 618 W. Market Street, Aberdeen, WA 98520

**Lewis County:** 1707 Cooks Hill Road, Centralia, WA 98531

**Pacific County:** 335 Third Street, Raymond, WA 98577

**Pacific County:** 152 First Ave North, Ilwaco, WA 98624

For questions about the status of records please contact the CIHS Medical Records Officer, Crystal Rollins, at [crollins@cihealthservices.com](mailto:crollins@cihealthservices.com) or 360-669-6009.