

GROUP HEALTH PLAN'S RESPONSE TO INSPECTION REQUEST

Grant

Your request to access your health information has been granted. Access will be provided at _____.

Need for Extension of Time

The group health plan received your request to access health information on _____. The group health plan has evaluated your request to access health information. A delay in providing the information is necessary for the following reason:

The group health plan will respond to your request by _____.

Denial of Access

The group health plan received your request to access health information on _____. Your request is denied for the following reason:

You may file a complaint regarding this decision with the group health plan or the U.S. Department of Health and Human Services. If you file a complaint with the group health plan, please file it in writing with the following person:

In certain cases you are entitled to appeal the denial of access. You are entitled to an appeal if access was denied because in the opinion of a licensed health care professional, granting access is likely to endanger the life or physical safety of you or another person. If you appeal, your appeal will be reviewed by a licensed health care professional designated by the plan who did not participate in the original decision. The appeal and notice of the appeal decision will be conducted promptly.