



830 King Avenue  
Athens, Georgia 30606  
1550 Timothy Road Suite 104  
Athens, Georgia 30606  
(706) 425-2400 Phone  
(706) 425-2410 Fax



1550 Timothy Road Suite 103  
Athens, Georgia 30606  
(706) 850-5667  
(706) 850-6249 Fax

## REQUEST FOR COMMUNICATIONS BY ALTERNATIVE MEANS

You have the right to request communication of your Protected Health Information (PHI) by alternative means or at an alternate location.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Please describe the PHI you want subjected to alternative communication: \_\_\_\_\_

\_\_\_\_\_

### Alternative Means of Communication Requested

Alternate Mailing Address: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Other Alternative Means of Contact (*Please specify*): \_\_\_\_\_

\_\_\_\_\_

### This request applies to:

- Today's Date of Service only
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ Until Further Notice

I understand that my request for communication by alternative means or to an alternate location is applicable only to information held by Athens Spine Center. I understand that Athens Spine Center will accommodate requests completed in their entirety that they determine to be reasonable. I understand that if I wish to terminate this request, I may do so in writing to Athens Spine Center at 830 King Ave. Athens, GA 30606. If disclosure of your PHI may endanger you or anyone else, please indicate so below.

I attest that failure to communicate my PHI by the alternative means or at the alternate location listed above could endanger me or others.

Signed by: \_\_\_\_\_ Date signed: \_\_\_\_\_  
*Signature of Patient or Personal Representative*

Print Name of Patient or Personal Representative: \_\_\_\_\_  
*[If Signed by a Personal Representative, please state such person's authority to act for the Individual]*

FOR ASC USE ONLY	
DATE RECEIVED:	REQUEST HAS BEEN: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
REASON FOR DENIAL:	
DATE OF TERMINATION:	REASON FOR TERMINATION:
SIGNATURE/TITLE OF ASC EMPLOYEE PROCESSING:	DATE: