

# REQUEST FOR REVIEW BY PRIVACY OFFICE

This request falls outside LifeLabs Guidelines and requires review by our Privacy Office.

Name of Requester (please print): \_\_\_\_\_ Date: \_\_\_\_\_

LifeLabs Staff Name: \_\_\_\_\_ Location: \_\_\_\_\_

## Requested Patient Information Detail:

Attach Patient Information Label and ask requester to confirm accuracy by initialling below.  
(COM, ORD, LAB, PTL)

Attach Test Summary Label.

Requester's Initials to confirm address on label above \_\_\_\_\_ **OR**

Patient's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address and Postal Code \_\_\_\_\_

**NOTE: Include address of requester if different from above**

**Tick applicable boxes, add information, and initial where indicated:**

Reports requested **on** a minor (<16 years of age). Requester's relationship to minor \_\_\_\_\_

Reports requested for other individual. Requester's relationship to individual \_\_\_\_\_

Patient's signature approving release of results to requester \_\_\_\_\_

Minor/individual verbally authorizes requester to receive the information<sup>1</sup>.

YES  NO  If No, indicate reason<sup>2</sup> \_\_\_\_\_

Reports requested **by** a minor <16 years of age.

Physician indicates requester as a "copy to" on requisition.

Standing Order: Expiry Date \_\_\_\_\_

Other Request: (*Describe*) \_\_\_\_\_

Picture ID confirmation (e.g. driver's license or passport) (**LifeLabs staff initials**): \_\_\_\_\_

Other Information (Please print clearly - use back of form if more space needed)

**NOTE: Depending on the information requested, there may be a retrieval/administration fee. In these cases, we will inform the patient of the cost and will process the request once we've received payment.**

Signature of Requester: \_\_\_\_\_

**Forward completed form to:  
Admin Support VRL**

<sup>1</sup> If minor/individual is over 12 years of age, ask if a copy of test results can be sent to the requester.

<sup>2</sup> Possible reasons: Minor/Individual unable to consent, patient not present with requester, etc.