

# Request to Access Protected Health Information

Date:

**You are asking SCAN Health Plan for copies of your personal health information (PHI).** Your PHI is protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Please complete and sign this form.

Member Name:

SCAN Member ID #:

## What type of information?

Enrollment/disenrollment information

Premium billing history

Claim history

**Other (specify):**

Prescription history

\_\_\_\_\_

## How would you like to receive this information?

U.S. Mail (please clearly print your mailing address in the space below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Schedule an appointment to pick up your information at the SCAN offices at 3800 Kilroy Airport Way, Suite 100, Long Beach, CA 90806. In order to pick up your information in person, you must make an appointment; SCAN will not schedule an appointment for you.

If you check this option, please call SCAN Member Services at 1-800-559-3500 (TTY Users: 711) to schedule an appointment with the HIPAA Coordinator. Member Services hours are 8 a.m. to 8 p.m., seven days a week, from Oct. 1 to Mar. 31. From Apr. 1 to Sept. 30, Member Services hours are 8 a.m. to 8 p.m., Monday through Friday. Messages received on holidays and outside of regular business hours will be returned within one business day. You can also email us at [memberservices@scanhealthplan.com](mailto:memberservices@scanhealthplan.com).

Email (please clearly print your email address in the space below):

\_\_\_\_\_

Fax (please clearly print your fax number in the space below):

\_\_\_\_\_

\_\_\_\_\_  
**Member or legal representative signature**

\_\_\_\_\_  
**Date**

*If signed by the member's legal representative, please print the representative's name and describe the relationship to the patient. Please also provide a copy of the power of attorney or other appropriate documentation supporting the legal relationship with this request.*

\_\_\_\_\_  
**Legal representative (print name)**

\_\_\_\_\_  
**Relationship**

**FOR INTERNAL USE ONLY**

Department responsible for fulfilling request: \_\_\_\_\_

Document requested (see above): \_\_\_\_\_

Date document due to administrative lead: \_\_\_\_\_

SCAN Health Plan is an HMO plan with a Medicare contract. Enrollment in SCAN Health Plan depends on contract renewal.

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SCAN Health Plan, SCAN Desert Health Plan and SCAN Health Plan New Mexico comply with applicable federal civil rights laws and does not discriminate, exclude people, or treat them differently on the basis of, or because of, race, color, national origin, age, disability, or sex. SCAN Health Plan, SCAN Desert Health Plan and SCAN Health Plan New Mexico provide free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters, and written information in other formats (large print, audio, accessible electronic formats, other formats). SCAN Health Plan, SCAN Desert Health Plan and SCAN Health Plan New Mexico provide free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages. If you need these services, contact SCAN Member Services.

If you believe that SCAN Health Plan, SCAN Desert Health Plan or SCAN Health Plan New Mexico has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance in person, by phone, mail, or fax, at:

SCAN Member Services

SCAN Health Plan, California 1-800-559-3500 FAX: 1-562-989-0958

SCAN Desert Health Plan, Arizona 1-855-650-7226 FAX: 1-562-989-0958

SCAN Health Plan New Mexico 1-855-826-7226 FAX: 1-562-989-0958

SCAN Health Plan, Nevada 1-855-827-7226 FAX: 1-562-989-0958

SCAN Health Plan, Texas 1-855-844-7226 FAX: 1-562-989-0958

TTY: 711

Attention: Grievance and Appeals Department

P.O. Box 22616, Long Beach, CA 90801-5616

Or by filling out the "File a Grievance" form on our website at:

<https://www.scanhealthplan.com/contact-us/file-a-grievance>

If you need help filing a grievance, SCAN Member Services is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

1-800-368-1019 (TTY: 1-800-537-7697)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

You can also file a civil rights complaint with the California Department of Health Care Services, Office of Civil Rights by phone, in writing, or electronically:

- By phone: Call 1-916-440-7370. If you cannot speak or hear well, please call 711 (Telecommunications Relay Services).
- In writing: Fill out a complaint form or send a letter to:  
Deputy Director, Office of Civil Rights  
Department of Health Care Services  
Office of Civil Rights  
P.O. Box 997413, MS 0009  
Sacramento, CA 95899-7413  
Complaint forms are available at [http://www.dhcs.ca.gov/Pages/Language\\_Access.aspx](http://www.dhcs.ca.gov/Pages/Language_Access.aspx).
- Electronically: Send an email to [CivilRights@dhcs.ca.gov](mailto:CivilRights@dhcs.ca.gov)

**English:** We have free interpreter services to answer any questions you may have about our health or drug plan. To get an interpreter, just call us at (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Someone who speaks English can help you. This is a free service.

**Spanish:** Tenemos servicios de intérprete sin costo alguno para responder cualquier pregunta que pueda tener sobre nuestro plan de salud o medicamentos. Para hablar con un intérprete, llame al (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Alguien que hable español le podrá ayudar. Este es un servicio gratuito.

**Chinese Traditional:** 我們提供免費的口譯服務，以解答您對我們的健康或藥物計劃可能有的任何問題。如需獲得口譯服務，請致電 (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) 聯絡我們。我們有會說中文的工作人員可以為您提供幫助。這是一項免費服務。

**Chinese Simplified:** 我们提供免费的口译服务，以解答您对我们的健康或药物计划可能有的任何问题。如需获得口译服务，请致电 (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) 联系我们。我们有会说中文的工作人员可以为您提供帮助。这是一项免费服务。

**Vietnamese:** Chúng tôi có dịch vụ thông dịch miễn phí để trả lời bất kỳ câu hỏi quý vị có thể có về chương sức khỏe và chương trình thuốc men. Để được thông dịch, chỉ cần gọi theo số (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Người nói Tiếng Việt có thể trợ giúp quý vị. Đây là dịch vụ miễn phí.

**Tagalog:** Mayroon kaming mga libreng serbisyo ng interpreter upang masagot ang anumang katanungan ninyo hinggil sa aming planong pangkalusugan o panggamot. Upang makakuha ng interpreter, tawagan lamang kami sa (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Maaari kayong tulungan ng isang nakakapagsalita ng Tagalog. Ito ay libreng serbisyo.

**Korean:** 당사는 의료 보험 또는 약품 보험에 관한 질문에 대해 드리고자 무료 통역 서비스를 제공하고 있습니다. 통역 서비스를 이용하려면 전화 (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226)번으로 문의해 주십시오. 한국어를 하는 담당자가 도와 드릴 것입니다. 이 서비스는 무료로 운영됩니다.

**Armenian:** Առողջության կամ դեղերի ծրագրի վերաբերյալ որևէ հարց առաջանալու դեպքում կարող եք օգտվել անվճար թարգմանչական ծառայությունից: Թարգմանչի ծառայությունից օգտվելու համար զանգահարե՛ք (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) հեռախոսահամարով: Ձեզ կօգնի հայերենին տիրապետող մեր աշխատակիցը: Ծառայությունն անվճար է:

**Persian:** توجه: ما خدمات مترجم رایگان داریم تا به هر سؤالی که ممکن است در مورد برنامه بهداشتی یا داروهای ما داشته باشید پاسخ دهیم. برای آن که مترجم دریافت کنید فقط کافایت با شماره (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) تماس بگیرید. شخصی که به زبان فارسی صحبت می کند، می تواند به شما کمک کند. این یک سرویس رایگان است.

**Russian:** Если у вас возникнут вопросы относительно плана медицинского обслуживания или обеспечения лекарственными препаратами, вы можете воспользоваться нашими бесплатными услугами переводчиков. Чтобы воспользоваться услугами переводчика, позвоните нам по номеру (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226) (NV: 1-855-827-7226)(TX: 1-855-844-7226). Вам окажет помощь сотрудник, который говорит на русском языке. Данная услуга бесплатная.

**Japanese:** 当社の健康保険と処方薬プランに関するご質問にお答えするために、無料の通訳サービスをご用意しています。通訳をご利用になるには、(CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) にお電話ください。日本語を話す人者が支援いたします。これは無料のサービスです。

**Arabic:** إننا نقدم خدمات المترجم الفوري المجانية للإجابة عن أي أسئلة لديك تتعلق بخططنا الصحية أو جدول الدواء. للحصول على مترجم فوري، ليس عليك سوى الاتصال بنا على الرقم (CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). سيقوم شخص ما يتحدث العربية بمساعدتك. هذه الخدمة المجانية.

**Punjabi:** ਸਾਡੀ ਸਿਹਤ ਜਾਂ ਦਵਾਈ ਯੋਜਨਾ ਬਾਰੇ ਤੁਹਾਡੇ ਕਿਸੇ ਵੀ ਸਵਾਲਾਂ ਦਾ ਜਵਾਬ ਦੇਣ ਲਈ ਸਾਡੇ ਕੋਲ ਮੁਫਤ ਦੁਬਾਸ਼ੀਆ ਸੇਵਾਵਾਂ ਹਨ। ਕੋਈ ਦੁਬਾਸ਼ੀਆ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ, ਬੱਸ ਸਾਨੂੰ (CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) 'ਤੇ ਕਾਲ ਕਰੋ। ਕੋਈ ਵਿਅਕਤੀ ਜੋ ਪੰਜਾਬੀ ਬੋਲਦਾ ਹੈ, ਉਹ ਤੁਹਾਡੀ ਮਦਦ ਕਰ ਸਕਦਾ ਹੈ। ਇਹ ਇੱਕ ਮੁਫਤ ਸੇਵਾ ਹੈ।

**Mon-Khmer, Cambodian:**

យើងខ្ញុំមានសេវាអ្នកបកប្រែផ្ទាល់មាត់ដោយមិនគិតថ្លៃចាំឆ្លើយរាល់សំណួរដែលអ្នកអាចមានអំពីសុខភាព ឬផែនការឱសថរបស់យើងខ្ញុំ។ ដើម្បីទទួលបានអ្នកបកប្រែ គ្រាន់តែហៅទូរស័ព្ទមកយើងខ្ញុំតាមរយៈលេខ (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226) (TX: 1-855-844-7226) ។ មានគេដែលនិយាយភាសាខ្មែរអាចជួយលោកអ្នកបាន។ សេវាកម្មនេះមិនគិតថ្លៃទេ។

**Hmong:** Peb muaj cov kev pab cuam txhais lus los teb koj cov lus nug uas koj muaj txog ntawm peb lub phiaj xwm kho mob thiab tshuaj kho mob. Kom tau txais tus kws txhais lus, tsuas yog hu peb ntawm (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226) (NV: 1-855-827-7226)(TX: 1-855-844-7226). Muaj qee tus neeg hais lus Hmoob tuaj yeem pab tau koj. Qhov no yog kev pab cuam pab dawb.

**Hindi:** हमारे स्वास्थ्य या दवा की योजना के बारे में आपके किसी भी प्रश्न के जवाब देने के लिए हमारे पास मुफ्त दुभाषिया सेवाएँ उपलब्ध हैं। एक दुभाषिया प्राप्त करने के लिए, बस हमें (CA: 1-800-559-3500) (AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) पर फोन करें। कोई व्यक्ति जो हिन्दी बोलता है आपकी मदद कर सकता है। यह एक मुफ्त सेवा है।

**Thai:** เรามีบริการล่ามฟรีเพื่อตอบข้อสงสัยต่าง ๆ ที่คุณอาจมีเกี่ยวกับแผนสุขภาพและด้านเภสัชกรรมของเรา ขอความช่วยเหลือจากล่ามโดยโทรติดต่อเราที่หมายเลข (CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226) เจ้าหน้าที่ในภาษาไทยจะเป็นผู้ให้บริการโดยไม่มีค่าใช้จ่ายใด ๆ

**Lao:** ພວກເຮົາມີການບໍລິການນາຍພາສາພາສາ ເພື່ອຕອບຄໍາຖາມທີ່ທ່ານອາດຈະມີກ່ຽວກັບສຸຂະພາບ ຫຼື ແຜນການຢາຂອງ ພວກເຮົາ. ເພື່ອຮັບເອົານາຍພາສາ, ພາກແຕ່ໂທຫາພວກເຮົາທີ່ເບີ (CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). ບາງຄົນທີ່ເວົ້າພາສາລາວ ສາມາດຊ່ວຍທ່ານໄດ້. ນີ້ແມ່ນການບໍລິການຟຣີ.

**French:** Nous proposons des services gratuits d'interprétation pour répondre à toutes vos questions relatives à notre régime de santé ou d'assurance-médicaments. Pour accéder au service d'interprétation, il vous suffit de nous appeler au (CA : 1-800-559-3500)(AZ : 1-855-650-7226)(NM : 1-855-826-7226)(NV : 1-855-827-7226)(TX : 1-855-844-7226). Quelqu'un parlant français pourra vous aider. Ce service est gratuit.

**German:** Unser kostenloser Dolmetscherservice beantwortet Ihre Fragen zu unserem Gesundheits- und Arzneimittelplan. Unsere Dolmetscher erreichen Sie unter (CA: 1-800-559-3500) (AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Man wird Ihnen dort auf Deutsch weiterhelfen. Dieser Service ist kostenlos.

**Italian:** È disponibile un servizio di interpretariato gratuito per rispondere a eventuali domande sul nostro piano sanitario e farmaceutico. Per usufruire di un interprete, contattare il numero (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226) (TX: 1-855-844-7226). Un nostro incaricato che parla Italiano le fornirà l'assistenza necessaria. È un servizio gratuito.

**Portuguese:** Dispomos de serviços de interpretação gratuitos para responder a qualquer questão que tenha acerca do nosso plano de saúde ou de medicação. Para obter um intérprete, contacte-nos através do número (CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Irá encontrar alguém que fale português para o ajudar. Este serviço é gratuito.

**French Creole:** Nou genyen sèvis entèprèt gratis pou reponn tout kesyon ou ta genyen konsènan plan sante oswa medikaman nou yo. Pou w jwenn yon entèprèt, jis rele nou nan (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226) (TX: 1-855-844-7226). Yon moun ki pale Kreyòl kapab ede w. Sa a se yon sèvis ki gratis.

**Polish:** Umożliwiamy bezpłatne skorzystanie z usług tłumacza ustnego, który pomoże w uzyskaniu odpowiedzi na temat planu zdrowotnego lub dawkowania leków. Aby skorzystać z pomocy tłumacza znającego język polski, należy zadzwonić pod numer (CA: 1-800-559-3500) (AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Ta usługa jest bezpłatna.

**Hmong-Mien:** Peb muaj kev pab cuam txhais lus pub dawb los teb cov lus nug uas koj muaj txog ntawm peb lub phiaj xwm kev noj qab haus huv los sis phiaj xwm tshuaj kho mob. Kom tau txais tus kws txhais lus, tsuas yog hu peb ntawm (CA: 1-800-559-3500)(AZ: 1-855-650-7226) (NM: 1-855-826-7226)(NV: 1-855-827-7226)(TX: 1-855-844-7226). Muaj tus neeg hais lus Hmoob tuaj yeem pab tau koj. Qhov kev pab cuam no yog pab dawb xwb.

**Ukrainian:** Ми надаємо безкоштовні послуги усного перекладача, який відповість на будь-які ваші запитання щодо нашого плану медичного обслуговування або лікарського забезпечення. Щоб отримати послуги перекладача, просто зателефонуйте нам за номером (CA: 1-800-559-3500)(AZ: 1-855-650-7226)(NM: 1-855-826-7226)(NV: 1-855-827-7226) (TX: 1-855-844-7226). Вам може допомогти людина, яка володіє українською мовою. Ця послуга безкоштовна.