



GEMS MRN:
NAME:
DATE OF BIRTH:

REQUEST FOR CONFIDENTIAL COMMUNICATIONS BY ALTERNATIVE MEANS OR ALTERNATE LOCATION

Date	_____ / _____ / _____
Name	_____
Phone Number	_____
Address	_____
Email Address	_____

I hereby request that GEMS send me my protected health information (“PHI”) using the following alternative method(s) and/or at the following alternative locations:

Instructions: Please check off all methods that you wish GEMS to use to send communications of PHI to you and provide the contact information you want us to use. You must select at least one option. If you do not provide contact information, GEMS will use the contact information previously provided.

- Mailing address _____
- Encrypted email _____
- Phone number (all methods) _____
- Unencrypted email (Unencrypted emails may not be secure and could be intercepted by an unauthorized third party or compromised) _____
- Text only _____
- Phone call only _____
- Address to send billing information (if different from above or as provided to us in your enrollment form): _____

I understand that if GEMS is unable to communicate with me via the selected contact methods and/or contact information provided in this form, GEMS will communicate with you using other methods and/or contact information

You may revoke your Request for Confidential Communications in writing.

_____ Signature of Patient or Legal Representative*	_____ Date
_____ Name of Legal Representative	_____ Relationship of Legal Representative
_____ Signature of Witness (Required if patient is unable to sign)	_____ Date



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NOTICE TO REQUESTOR:

We may deny your request for alternative means or alternative methods of communication if you cannot be reached by the method requested or under certain special circumstances. Additionally, the following requests will not be honored:

- Requests to restrict all methods of communication by GEMS
- Request without arrangement for receiving billing statement(s)
- Mail to international address

Special circumstances:

- Mandatory reporting of a public health threat
- Potential exposure to harmful pathogens
- Critical lab results