

How to Request a Record of LifeWise Disclosures

We sometimes have to disclose (share or give out) member or applicant information to others. You may ask for a list of disclosures we made about the member in the past six years. Not all requests will be granted. Please see the list of exceptions, below.

Instructions

Fill out this form to ask for a record of disclosures not in the list, below. If you have questions about this form, contact Customer Service at 1-800-427-7272.

Note: The first request in any 12-month period is free. If we need to charge a small fee for any other requests in this period, we will let you know.

Notice of Privacy Practices

Our Notice of Privacy Practices describes how we use and disclose member personal information and members' rights concerning it. This notice is on our website at *lifewiseor.com*. If you want a paper copy, please call Customer Service at 1-800-427-7272.

REQUEST A RECORD OF LIFEWISE DISCLOSURES

Please read the following and fill out the information asked for. Make a copy for your records. Mail the completed form to:

LifeWise Health Plan of Oregon
P.O. Box 91102
Seattle, WA 98111-9202

Members have the right to ask for a record of when and with whom we shared their medical and financial information. Members can get a list of these going back six years from the date of a request. Not all requests will be granted. Exceptions include disclosures:

- for treatment, payment, and healthcare operations
- made to the member, their legal guardian, or holder of power of attorney
- approved by the member, their legal guardian, or holder of power of attorney
- for research or public health purposes
- for national security or intelligence reasons
- to the police or prisons about someone in custody
- arising from a disclosure that the law allows

To exercise this right, fill out this form.

Note: We will respond to your request within 60 days of getting this form unless we notify you that we need 30 more days.

MEMBER INFORMATION:

Member name: _____ Date of birth: _____
(First name/Middle initial/Last name)

Subscriber name: _____ Subscriber ID number: _____

YOUR INFORMATION (if not the member):

Important: If you are not the member, you must be the member's parent, legal guardian, or holder of power of attorney. If you are the legal guardian or holder of power attorney, please send legal proof with this form.

Your name: _____
(First name/Middle initial/Last name)

Your relationship to the member: Parent Legal guardian Holder of power of attorney

SEND THE DISCLOSURE RECORD TO:

Name: _____ Phone: () _____
Address: _____ Fax: () _____
City: _____ State: _____ ZIP: _____

Please state the disclosure period. The start date can be no more than six years before today's date.
From: ____/____/____ To: ____/____/____

WHO MUST SIGN THIS FORM:

- For a member age 12 or younger: the parent or legal guardian
- For a member age 13 or older: the member (unless a court has appointed a legal guardian)

Signature: _____
Printed name: _____

Date: _____



Discrimination is Against the Law

LifeWise Health Plan of Oregon (LifeWise) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. LifeWise does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, gender identity, or sexual orientation. LifeWise provides 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). LifeWise provides 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 the Civil Rights Coordinator. If you believe that LifeWise 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 with: Civil Rights Coordinator — Complaints and Appeals, PO Box 91102, Seattle, WA 98111, Toll free: 855-332-6396, Fax: 425-918-5592, TTY: 711, Email AppealsDepartmentInquiries@LifeWiseHealth.com. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Civil Rights Coordinator 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 Ave SW, Room 509F, HHH Building, Washington, D.C. 20201, 1-800-368-1019, 800-537-7697 (TDD). Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Language Assistance

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 800-596-3440 (TTY: 711).

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 800-596-3440 (TTY: 711).

注意: 如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 800-596-3440 (TTY: 711)。

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 800-596-3440 (телетайп: 711).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 800-596-3440 (TTY: 711) 번으로 전화해 주십시오.

УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 800-596-3440 (телетайп: 711).

注意事項: 日本語を話される場合、無料の言語支援をご利用いただけます。800-596-3440 (TTY:711) まで、お電話にてご連絡ください。

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 800-596-3440 (رقم هاتف الصم والبكم: 711).

ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii de asistență lingvistică, gratuit. Sunați la 800-596-3440 (TTY: 711).

ប្រយ័ត្ន: បើសិនជាអ្នកនិយាយភាសាខ្មែរ, សេវាជំនួយផ្នែកភាសា ដោយមិនគិតល្អល

គឺអាចមានសំរាប់អ្នក។ ចូរ ទូរស័ព្ទ 800-596-3440 (TTY: 711)។

XIYYEEFFANNA: Afaan dubbattu Oroomiiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 800-596-3440 (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung.

Rufnummer: 800-596-3440 (TTY: 711).

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با 800-596-3440 (TTY: 711) تماس بگیرید.

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 800-596-3440 (ATS : 711).

เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 800-596-3440 (TTY: 711).

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad.

Tumawag sa 800-596-3440 (TTY: 711).

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 800-596-3440 (TTY: 711).

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 800-596-3440 (TTY: 711).

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 800-596-3440 (TTY: 711).

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 800-596-3440 (TTY: 711).