

How to Request Your Health Care Records

Current and former clients may request copies of their counseling and mental health records maintained by Anchored Hope Therapy.

All requests must be submitted using the Records Request Form, available at the following link:

<https://docs.google.com/document/d/1NpNgSx8Vonoy16sDHqxP5i0bE0IWTOXz/edit?usp=sharing&ouid=108323459758437212103&rtpof=true&sd=true>

How to Submit Your Request

Requests may be submitted using one of the following methods:

Email (Preferred):

ktawatson.counseling@gmail.com

Mail:

2520 Longview Street, Unit 315
Austin, Texas
78703

In Person:

By appointment only

Required Information

To help prevent delays in processing your request, please include the following information:

- Client's full legal name and date of birth
 - Current phone number and/or email address
 - Description of the records requested, including specific dates if applicable
 - Preferred method of delivery (secure electronic delivery, mail, or in-person pickup)
 - Client signature and date
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Requests for Another Individual

If records are requested on behalf of another individual, documentation verifying legal authority is required. Examples include guardianship documentation or a medical power of attorney.

Privacy & Verification

Identity verification may be required to protect client privacy and confidentiality in accordance with applicable state and federal laws.