



MEBA MEDICAL & BENEFITS PLAN
 MEBA PENSION TRUST
 MEBA TRAINING PLAN
 MEBA VACATION PLAN

BENEFIT PLANS

1007 EASTERN AVENUE, BALTIMORE, MARYLAND 21202-4345 • (410) 547-9111

Request for Inspection of Protected Health Information

**MEBA Medical & Benefits Plan
 1007 Eastern Avenue
 Baltimore, MD 21202
 (800) 811-6322**

REQUEST SECTION

As required by the Health Information Portability and Accountability Act of 1996 you have a right to request the opportunity to inspect and copy health information that pertains to you. The MEBA Medical & Benefits Plan will evaluate your request and will either grant it or explain the reason why the request will not be granted. In the event that your inspection request is not granted, in most instances you may request that the decision be reviewed by a health care professional designated by the MEBA Medical & Benefits Plan who did not review the original request.

I, _____ (print name) hereby request to inspect the following health information pertaining to me maintained at the MEBA Medical & Benefits Plan.

I request access to such health information in the following format:

- _____ Original/personal review
- _____ Photocopy/personal review
- _____ Photocopy/mailed to me
- _____ Summary form

I understand that, to the extent I have requested photocopied information or a summary format, I will be charged a fee of \$.25 per page of information.

 Signature Date