

The SouthEast Alaska Regional Health Consortium (“SEARHC”) is strictly limited by federal law in how it can release patient health information for use in judicial proceedings. The chart on the following page explains the proper steps for outside parties to follow when seeking these records.

As a health care provider, SEARHC is a “covered entity” that is subject to specific regulations under HIPAA, 45 C.F.R. Parts 160 and 164. SEARHC is also subject to other federal laws, including the Privacy Act, 5 U.S.C. § 552a, and regulations governing substance use disorder records, 42 C.F.R. Part 2.

Generally, patient records may only be disclosed to third parties with the consent of the patient (or the patient’s authorized representative) or by following the procedures outlined below. **These restrictions apply to document production and to testimony in court, depositions, or before grand juries.**

Please use the following procedures for seeking production of SEARHC medical records or to obtain testimony of a SEARHC witness:

1. **Patient consent:** SEARHC’s release of information forms should be used and are available here: <https://searhc.org/records/>. To submit a release of information form, please contact a SEARHC Health Records Technician by calling 907.463.6630.
2. **Court distribution:** In accordance with Alaska Rule of Civil Procedure 5.3, the Alaska Court System may use email to distribute notices, orders, judgments, and other documents to SEARHC at courtdocs@searhc.org. Under Rule 5.1(c), SEARHC **must consent** before email is used for service of documents by parties. To obtain consent, please contact SEARHC’s Legal Department in writing at 3100 Channel Drive, Suite 300, Juneau, AK 99801, by phone at 907.463.4054, or by email: courtdocs@searhc.org.
3. **Service of process:** SEARHC may be served via its:
 - a. **Registered Agent:** C T Corporation System, 8585 Old Dairy Road, Suite 208, Juneau, AK 99801, or
 - b. **Legal Department:** SEARHC Legal Department, Chief Legal Officer, 3100 Channel Drive, Suite 300, Juneau, AK 99801.
4. **Other questions:** For any other questions regarding service of process for production of medical records, please contact SEARHC’s Legal Department by calling 907.463.4054 or by email: courtdocs@searhc.org.

SEEKING DISCLOSURE OF SEARHC PATIENT MEDICAL RECORDS

