

Requesting Medical Records

- Patients requesting medical records must complete and sign a Release of Information (ROI) Authorization to Disclose Protected Health Information form.
- The completed ROI must be submitted to the clinic before records can be released.
- Incomplete or unsigned forms cannot be processed.

Release of Records

- Medical records are provided at no charge when they are sent directly to the patient's new Primary Care Provider (PCP).

Fees

- If a patient requests copies of their medical records for personal use, a fee will apply.
- The fee starts at \$25 or more, depending on the number of pages requested.