



# Medical Records Information

MediCopy is a health information management company that has partnered with your healthcare facility to provide accurate and timely delivery of your medical records.

## Here's What to Expect:

- 1) Sign an authorization form at your healthcare facility or online at [www.MediCopy.net/Patients](http://www.MediCopy.net/Patients).**
- 2) Please provide an email address, if available. Your email will expedite the process and delivery method.**
- 3) After your authorization is received, MediCopy will fulfill your medical request and send to the requesting party.**

If you have any questions, please contact MediCopy

 **online chat: [MediCopy.net](http://MediCopy.net)**  
 **toll-free phone: 866.587.6274**

MediCopy is fully HIPAA compliant and adheres to all state and federal regulations regarding your protected health information.



## MediCopy Authorization for the Release of Medical Records

### Where are the records being released from?

Facility Name:

Provider Name(s):

Address:

City:

State:

### Tell us about the patient.

Name:

DOB:

SSN: XXX-XX-

Email:

Address:

City:

State:

Zip:

Phone#:

Fax#:

### Where are we sending the records?

Name:

Email:

Address:

City:

State:

Zip:

Phone#:

Fax#:

### What would you like released? Check all that apply.

- All Records       Office/Clinic Notes       Operative Reports       Psychological/Psychiatric, if any
- Lab/Pathology Results       Radiology Reports       Immunization Records       Substance Abuse, if any
- Last Two Years of Records       Dates \_\_\_\_\_ to \_\_\_\_\_
- Other \_\_\_\_\_

If you do not want certain portions of your medical records released, please check the categories listed below you would like excluded.

- Substance Abuse, if any       AIDS/HIV/STDs, if any       Psychological/Psychiatric conditions, if any

### Purpose of Disclosure: Why are we sending the records?

- Personal Use       Litigation/Legal       Insurance       Continuation of Care       Transfer to New Physician

### Delivery Method: How would you like the records sent?

- Email       Fax       Postage (additional fee applies)

### Patient's Signature

I hereby authorize MediCopy and its affiliates to release or disclose to the person(s) or organization listed above, all medical records requested, including any specially protected records such as those relating to psychological or psychiatric impairments, drug abuse, alcoholism, sickle cell anemia or HIV infection, *unless otherwise noted*. This authorization is valid for 12 months from the date of signature. I understand that I may cancel this request with written notification but that it will not affect any information released prior to notification cancellation. I understand that the information used or disclosed may be subject to re-disclosure by the recipient listed above and will no longer be protected by federal regulations. I understand I can refuse to sign this authorization and my healthcare provider may not condition treatment on my signing this authorization.

Patient's Signature:

Date:

Relationship to patient: