

VALLEY MRI AND RADIOLOGY, INC.

STOCKTON (209)467-1000

LODI (209)366-1000

REQUEST FOR MEDICAL RECORDS POLICY

Any patient has the right to request medical records. All efforts will be made to handle each request in a timely manner. Due to patient load, privacy issues and obtaining accurate information, we will require **48 HOUR NOTICE** to process your request. All requests must be made in writing with specific items requested.

PATIENT REQUESTS:

1. **Initial** request for records by patient is complimentary in CD format.
2. **Hard Copy Film** will be charged at \$15.00 per sheet.
 - a. Average study is 6 - 8 sheets of film (**\$90.00 to \$120.00**)
 - b. CT examinations average 15 sheets (**\$225.00**)
3. Requests **must** be in writing with the following information:
 - a. Exact date of service
 - b. What is the request (images, report or both)
 - c. Instructions on type of delivery
 - i. Patient pick up
 - ii. Mailed (**must include address**)
 - iii. Delivery to a local physician (**must include physician and address**)
4. **Phone request** will be accepted by the Medical Records Department but **will** still require a patient signature to be released.

PATIENT PICK-UP:

1. Photo identification is required
2. Signature is required
3. Patient can have other family members pick up records **ONLY** if authorization is on file stating specific instructions. (**must present photo identification**)

ADDITIONAL REQUESTS:

1. There will be a \$25.00 for each additional CD requests of images.
2. There is no additional charges for report requests from patients.
3. Film requests charges will remain the same as initial request.
4. **All fees will need to be paid before processing request**

IT IS THE RECOMMENDATION OF VALLEY MRI AND RADIOLOGY INC. THAT ALL PATIENTS RETAIN THE INITIAL COPY OF THEIR CD AFTER EACH MEDICAL APPOINTMENT

PATIENT:

DATE:

I have received a copy of the Request for Medical Records Policy:

Signature

546 E. Pine St. * Stockton, CA 95204 * Phone (209) 467-1000 * Fax (209) 467-7335
801 S. Ham Lane, Suite Q and R * Lodi, CA 95242 * Phone (209) 366-1000 * (209) 300 1060