

(Provider of Release of Information Services for Athens Limestone Hospital)



Release of Information Hours: Monday through Friday, 7 a.m. – 3:30 p.m.

Closed on Holidays

ACKNOWLEDGEMENT OF MEDICAL RECORDS REPRODUCTION FEES FOR PATIENTS

To ensure that your medical records are kept confidential and private, it is necessary for you to authorize release of your records and provide a copy of a picture ID (Driver's License, Military or State/Government ID, Passport, Work Photo Badge, Non-Driver Identification card, or other Photo Identification).

Walk-in requests over 50 pages will generally be processed within 5-7 business days.

If your records are needed for treatment or for an appointment within the next 48-72 hours, your physician can request your records by fax when you arrive in his/her office for treatment.

If medical records are needed for continuing care, there is no charge when records are *faxed* directly to your physician or the facility providing treatment.

All other patient requests will typically result in fees for the patient.

Fees for Patient Request:

- **\$0.12 per page for all pages**
- **USPS charges, as applicable**
- **No charges to veterans or active duty military personnel with military identification**
- **Methods of Payment Accepted – Debit Card, Credit Card, Personal Check or Money Order (CASH NOT ACCEPTED)**

By signing below, I acknowledge that I was informed of the fees required to obtain copies of my medical records.

Patient Name:

Patient Signature: