

(Provider of Release of Information Services for Huntsville Hospital)



**HUNTSVILLE
HOSPITAL**



Release of Information Hours: Monday through Friday, 8 a.m. – 4:30 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 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: