



APRIL 30, 2021

OBTAINING MEDICAL RECORDS

<u>Cost</u>	<u>Type of Request</u>
FREE	When you Transfer to another PCP or pediatrician: Have them fax us the Authorization to Release Medical Information sheet with your signature. Fax the request to 877-397-0469 prior to June 30th, 2021. It may take up to two weeks for records to transfer.
\$10	Medical Record Summary and Vaccination Record. After fee is paid, your child's medical summary and vaccination record will be available in 24 hours during regular business hours. Records can be pick up in person, faxed or snail mailed prior to June 30,2021. We cannot email these records due to HIPAA. This is the most needed and convenient to have for school entrance and for visits with your new pediatrician.
\$25 plus \$0.50/page	Full medical records cost \$25 for the first 20 pages and then an additional \$0.50 per page thereafter. Fee must be paid in full prior to processing. You will be required to sign off on a form stating that you have received your Full medical record and you are now the responsible custodian of your record. Allow 4-6 weeks . Paper copy only. No disks, drives, or cd's allowed. Pro Tip: If you have been a patient with us for longer than 2 years, your cost will be well above \$40. (most well visits are 7 pages long due to insurance requirements for specific information). Full records are printed 2 to a page to save paper but the fee is for the total number of pages in the record that are copied.

Once records are printed or transferred, they will be archived and no longer readily available for review. Contact your new doctor for any additional records you need for school forms. Please submit your requests for records via email at aledokidsdoc@gmail.com and indicate the type of request you prefer. Staff will contact you regarding payment and when the record will be available. **Please submit all requests prior to June 30, 2021.** After that time, your record will be archived at an offsite facility and not easily accessible. Records will only be sent once for transfer to another doctor or will only be printed once for personal use. Any additional requests will incur charges to access the outside facility once archived.