MediCopy

Indiana Hand to Shoulder Center

MediCopy Authorization for the Release of Medical Records

Where are the records coming from?

Facility/Doctor's Name:

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?

☐ All Records ☐ Office/Clinic Notes ☐ Operative Reports

☐ Lab/Pathology Results ☐ Radiology Reports ☐ Immunization 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)

MediCopy will always provide medical records via encrypted email or fax. Please note that unencrypted email or faxing are not secure forms of communication and may therefore be at risk of being accessible by unauthorized individuals. By signing below, you are acknowledging that if you request an unencrypted delivery method you have been made aware of these risks.

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 on this request 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:

Send to: MediCopy Services, Inc. 8 City Blvd., Ste 400 Nashville, TN 37209 • P: 615-780-2741 F: 615-780-9866 • request@medicopy.net

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ATTENTION PATIENTS

Indiana Hand to Shoulder Center has partnered with MediCopy to fulfill your Release of Information requests. MediCopy is fully HIPAA compliant and adheres to all state and federal regulations concerning release of medical information.

To learn more about MediCopy, please visit: www.MediCopy.net

Here's What to Expect:

1. **Electronically sign an authorization form online at www.medicopy.net/patients, or at the front desk of your doctor's office.**
2. **After your authorization is received, MediCopy will fulfill your medical request in as little as two business days.**
3. **Please provide an email address, if available. Your email will expedite the process and delivery method.**
4. **If records are being transferred directly to another provider, the service is complimentary and no further action is needed.**

If you have any questions, please contact MediCopy by phone: **866.587.6274** or email: **contact@medicopy.net**