

Access to Medical Records

All patients are encouraged to get access to their medical records. Our office maintains the following methods to access medical records. These access methods follow the HIPAA Right of Access, published by the Office for Civil Rights.

Our office maintains a patient portal that allows you to access the following:

Immunizations	Care Team Members
Health Concerns	Clinical Notes
Patient Demographics	Medications
Vital Signs	Smoking Status
Implantable Devices	Laboratory Tests/Results
Billing Records	

**Access to the Patient Portal is Provided at No Cost.
Please Ask Our Staff About Setting Up Your Patient Portal Access.**

Fees for Paper Records:

1 to 20 Pages	Flat fee not to exceed \$6.50.
21 Plus Pages	Fees will be based on our HIPAA Pricing Worksheet.*

Films and Other Non-Standard Paper Requests

At our cost-plus allowable labor fees. Please request Worksheet for price.

Digital Records Format **

Email	Flat Fee of \$6.50
CD	Flat Fee of \$6.50
Thumb Drive	Standard Fee is \$25.00.
Other Formats	Request Custom Worksheet

Special Instructions:

*Our practice uses Average Costing to determine labor costs. The Average Fee Labor Cost Worksheet is available from our staff.

**For security purposes our practice is not allowed to accept patients' thumb drives or other portable media because they must be attached to our network to transfer the files and pose a security threat to our network.

The above fees apply only to patients requesting records for personal use.