

# DILIP TAPADIYA, M.D. INC.

## Records Release

We cannot discuss your protected health information (PHI) with anyone other than yourself without your written consent.

Please list below the name(s) of individuals you authorize our office to discuss your care with, either in person, via phone, or via mail. Your PHI will be disclosed to the individual(s) listed below until you notify us otherwise in writing. This authorization may be modified at any time.

Name

Relationship to patient

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Date** \_\_\_\_\_

(Parent/Guardian if applicable)

## Duplication Policy

Due to costs of toner/paper/labor/postage, we regret that we must charge a fee to copy records as allowed by California law. California law allows a 15-day turnaround for records requests.

- To send records to a third party OR to a patient themselves, a signed record release request (above) is required.
- Please note that outside records are not released under any circumstances—these must be obtained from the facility at which they were generated.

Whether records are being sent to the patient or to a third party, fees are as follows pursuant to California Health and Safety Code Section 123100:

1. Medical chart notes: \$6.00 per 15 minutes of time spent in duplication, plus \$0.25 per page
2. Xrays and MRI: \$6.00 per 15 minutes of time spent in duplication, plus \$17 per x-ray film to be copied, or \$25 per MRI CD to be made. Original films are not released under any circumstances.
3. Postage: We do charge for actual postage when records are requested to be mailed.

I certify that I understand and agree to the records policy.

**Signature** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Date** \_\_\_\_\_