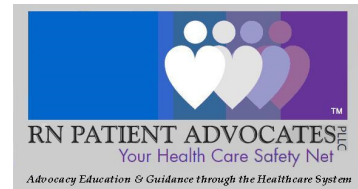


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Obtaining Medical Records

## **Instructions for Obtaining Medical Records**

Access to your medical record is your legal right!

Physicians/hospitals keep the originals and generally will copy them for you at a per page rate – often \$0.50-\$0.75 per page. Because of Medical Privacy Laws now in place (HIPAA regulations), you or the person seeking the records will need to sign a Medical Information Release form. This is generally available at the front desk in a doctor's office (or in the Medical Records department of a large practice) or in the Medical Records Department of a hospital.

As a general rule, if you are currently in the hospital, you will not have the ability to get copies until you are discharged. However, if you have signed the hospital form allowing you or your health proxy access to the record, you or your health proxy can generally view your record at the nurses' station. Each hospital may have slightly different regulations regarding this practice.

If you are obtaining past medical records to give to your RN Patient Advocate, these are the ones you will need to include (you will be asked this question):

- History
- Consultations
- Laboratory Results
- All x-rays, MRI, CAT scan, PET scan results
- Procedure Reports
- Surgical Reports
- PT, OT, ST Records
- Progress Notes

Time is generally of the essence and the Medical Records people know this. Frequently, they will be overwhelmed with requests. Courteously ask them to please expedite your order.

If you are experiencing difficulties, always ask your RN Patient Advocate who can intervene on your behalf.