



MEDICAL RECORD REQUESTS

Medical record requests are considered a release of sensitive and private information. We have set forth a policy, which is strictly enforced to prevent and HIPPA violation of your child's personal information.

Below are the steps and information on how to request medical records from Westchester Park Pediatrics.

- 1) You must fill out a medical record request form (see attached) for each child. Make sure that it has the child's name, date of birth and is signed by the parent/guardian. Please fill in all necessary information requested on the form. An incomplete form will result in a delay of preparing your child's medical records.
- 2) Once you have completed this form, return it to the front desk staff.
- 3) All requests will be processed within 10-28 business days. There are several steps that are to be taken before records are released.

There is a \$0.75 cent charge per page printed. (Since records can be large in nature, the requestor has the option as to what information is needed, for example, the full chart or annual well visits only).

Once the record is complete, you will be contacted. You have the option to pick up the records or have them mailed to you. There is a charge for mailing the records. Only the requestor listed on the release form will be allowed to pick up any medical records.

Once you have requested your records to leave the practice, it is assumed that you will no longer receive medical care from Westchester Park Pediatrics and your chart will be placed in an "inactive status".

Although it may seem that our procedure is somewhat cumbersome, it is always done to protect the privacy of information we are sending out.

We appreciate your cooperation and patience while we process your request and protect your information.

Thank you for being part of Westchester Park Pediatrics.