



STOP Please note that each section of this form must be completed in its entirety. Failure to specify (including dates) will delay the processing of your request.

HIP9 F3 (10/2025)

DID YOU KNOW?

Tips for Requesting Medical Record Copies

- ✓ **Did You Know:** If the information requested is for continuing patient care the receiving caregiver generally only wants an abstract of pertinent information. This same abstract usually meets the need for individual use.

This information is called a Patient/Physician Abstract and contains the following:

- Discharge Summary – this document is a summary of the care, treatment, services provided and progress toward established goals of an inpatient stay
- Emergency Record – this record documents the care, treatment and services provided for a visit to the emergency room
- History and Physical – this form details the present illness or care needs and denotes any relevant past history
- Operative Report(s) – this report details the surgeon's findings, technical procedures used, specimens removed and postoperative diagnosis
- Consultation Report(s) – this report documents the findings of a physician requested to examine a patient
- X-Ray Reports, Labs or Other Tests
- Clinic Note(s) – includes the initial assessment and most recent visit documentation

- ✓ **Did You Know:** There is a charge for medical record copies? Charge is based on requestor /usage. Note: This charge is waived for records sent directly to continuing care providers. The following fee applies when the request comes from a person or entity other than the patient.

Basic Retrieval Fee	\$ 20.00/request (waived for patient requests)
Pages	\$.15/pg
Postage	\$ Actual Cost (waived if picked up)

The following fee applies when the request comes from a patient or patient's representative.

Basic Retrieval Fee	waived for patient requests
Pages	\$.15/pg
Postage	\$ Actual Cost (waived if picked up)
All electronic data downloaded to CD \$5.00 per CD	
ORC 3701.742	

- ✓ **Did You Know:** Mercer Health offers a 33% discount for medical record copies upon presentation of a veterans identification card.
- ✓ **Did You Know:** The Health Insurance Portability and Accountability Act (HIPAA) allows healthcare providers 30 days to process record requests with an acceptable extension period of 30 days when required. Mercer Health strives to provide records more timely, however, occasionally the full 30 days are required due to record availability (e.g. physician return, offsite storage return, etc).
- ✓ **Did You Know:** Requests for all information (including progress notes, consent forms, registration sheets, etc.) can delay processing and become very costly. If you need assistance determining what to request, a Release of Information Clerk (419)-678-5114 will be happy to assist you.
- ✓ **Did You Know:** Requests for information signed by someone other than the patient's parent must be accompanied by guardianship documentation signed by a Judge or Magistrate.
- ✓ **Did You Know:** When requesting psychiatric records, a separate psychotherapy authorization must be completed in addition to the general authorization.