

CATAWBA WOMEN'S CENTER

MEDICAL RECORD COPYING POLICY

- All patients will have the ability to review, inspect and/or obtain a copy of their *Protected Health Information* in their Medical Record.
- Catawba Women's Center will send copies of your records to another provider or health plan only as needed for treatment or payment for services. There will be no charge for electronic records or those sent to other providers or health plans.
- Patients may request a copy of their Medical Records by completing and signing a Release of Medical Information Form. We will require the signature of the patient or their power of attorney.
- All patient requests will be completed within 10 business days.
- Medical Records Staff will not release Medical Records without a signed Authorization for Use and/or Disclosure of Protected Health Information Form.
- Our fee for Medical Records Copying will be \$25.00.