

Medical Records Request Policy

Purpose

To outline the process for requesting medical records from US Clinics, ensuring an efficient experience for patients.

Procedure

1. **Authorization Form**

Complete the Authorization for Release of Medical Records form, ensuring all sections are filled out accurately and signed.

2. **Calculate Fees**

○ **Paper Records:**

- \$25 for the first 20 pages
- \$0.50 for each additional page

- An invoice will be issued within 10 days of receiving your completed form.

3. **Payment**

Payment is required upon receipt of the invoice, using one of the accepted methods provided.

4. **Receiving Records**

Your medical records will be sent within 15 days of payment.

Special Exceptions

- Referrals or emergency care: up to 5 pages of relevant records will be provided free of charge.

Timeframes

- **Invoice Issuance:** 10 days from receiving the completed authorization form.
- **Records Delivery:** 15 days from receipt of payment.

Policy Amendments

This policy may be updated in accordance with Texas Administrative Code Rule §165.2 or other applicable laws. For assistance, contact our office at 469-788-8588.

Acknowledgment and Consent

By signing the general sign-in form at US Clinics, you acknowledge and agree to all terms of this Medical Records Request Policy, including the procedures, fees, and timeframes. If you do not agree, US Clinics cannot provide services, and you are free to seek care elsewhere.