

# Medical Records Request Policy

## Westlake Medical Arts

### Overview

Patients have the right to request a copy of their medical records or request their medical records be released to another provider. We must first receive a request in writing for the release of patient medical records. Records are distributed upon receipt of payment.

Payment is calculated in accordance with state and federal [guidelines](#). Our rates are \$25 for the first twenty pages of the record, and .50 cents for every additional page thereafter. We will have these records copied and ready for you within 15 days, however if you need your records sooner please let us know.

Additionally, we do not send incomplete or partial files.

### Acknowledgement

I have read and understand the medical records request policy. I understand that if I request my medical records there is a subsequent fee.

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Patient Signature

Date

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Printed Name