



**NOTICE TO PATIENTS
PHOTOCOPY CHARGES FOR MEDICAL RECORDS**

Olympic Memorial Hospital ♦ Olympic Medical Physicians ♦ Olympic Medical Home Health
939 Caroline St. ♦ Port Angeles, WA 98362 ♦ (360) 417-7136

We will be happy to provide copies of your medical records per your request. Olympic Medical Center contracts with CiOX Health, 925 North Point Parkway, Suite 350, Alpharetta, GA 30005, a professional medical record copying service, to ensure that your copies are available to you as quickly as possible.

If your request for release of information is to another Healthcare Provider (for continuing care), there will be no charge for the processing of your request. If the release is for other reasons, there may be a charge as outlined below.

The ability to charge for the copying of medical records, to cover the costs of labor and supplies, has been developed by the Washington State Legislature and is outlined in RCW 70.02.

Prior to copying your records, CiOX Health would like you to know that there may be a fee for the copies made. CiOX Health will contact you with the prepayment amount if necessary. Please see next page for a listing of charges.

Please complete the
Authorization to Disclose Protected Health Information
AND this *Notice to Patients Photocopy Charges for Medical Records*
then mail to:

Olympic Medical Center
Attn: Medical Records / ROI
939 Caroline Street
Port Angeles, WA 98362

Questions, call: (360) 417-7135 or (360) 417-7136

I understand that there may be a charge to copy my medical records and that CiOX Health may require prepayment.

Patient Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone Number: _____



Ciox is a contracted release of information vendor here at **Olympic Medical Center** in Health Information Management Services. Below are the standard fees for producing a copy of your medical records by Ciox.

Access Fees for PATIENTS ONLY:

- Electronic records delivered in electronic format \$6.50
- Electronic medical record with paper records delivered in Electronic format are billed at \$6.50 + \$0.07 per page labor cost to create and deliver the portion of the record maintained in paper
- Electronic records delivered in paper \$0.90 labor cost to create and deliver the portion of the record maintained electronically plus \$0.05 per page for paper and toner
- Paper records delivered in electronic format \$0.07 per page labor fee
- Paper records delivered in paper \$0.12 per page

Plus postage and taxes

There is no charge for continuity of care if records are sent directly to your physician. Please allow up to 21 days for processing.