



AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION

Attn: Medical Records Department 325 Broad Street – Suite 100 Sumter SC 29150

Phone: (803) 773-5227 Fax: (803) 753-0125

Request for Medical Records

Physician / Continuing Care: (NO CHARGE)

- *Records will be delivered directly to the provider specified.
- *Please complete all fields to avoid any delay in delivery of your records.

Personal Copy: (FEE REQUIRED)

- *Records will be delivered to the address indicated on your authorization.
- *Please complete all fields to avoid any delay in delivery of your records.

PLEASE NOTE

There is a fee for reproducing patient records.
These fees are pursuant to SC ST SEC 44-115-80 and are as follows:

- *\$25.00 Search and Retrieval Fee (plus per page fee below)
- *\$0.65 Per page for pages 1-30
- *\$0.50 Per page for all other pages
- *\$25 CD
- *Plus Actual Postage

We have partnered with a company called RecordQuest who will provide the safest and fastest delivery of your medical records. You will receive an invoice by Email, Fax or US Mail indicating the charges. Please follow instructions indicated on the invoice from RecordQuest for payment and delivery options.