

Medical Record Copying and Transfer Information

To obtain a copy of your medical record or to forward your medical record from Dr. Todd Hoover to a new physician, you must complete the Medical Record Release Authorization form located under the Patient Info tab on our website, www.toddhooovermd.com.

Once you complete the form, you must return the form to Dr. Hoover at:
PO Box 486
Narberth, PA 19072

We are using the Pennsylvania Department of Health recommendations for fees charged by a health care facility or health care provider for production of records for 2013.

Amount charged per page for pages 1—20	\$1.30
Amount charged per page for pages 21—60	\$1.00
Amount charged per page for pages 61—end	\$.35

Based upon your request and your record size, we will send you a post card with the cost for copying and mailing the records. Once you return payment to the office, we will begin preparing your chart.

If you have a large chart related to many visits with Dr. Hoover over more than 5 years, we recommend that you can lower the cost of copying by selecting specific parameters for what should be copied. You can certainly have the whole chart copied, but in general information that is older might not be very important for your current health concerns. Consider specifying copies of the following:

Notes	Prior 2 years
Lab / X-ray Reports	Prior 5 years
Consultation Reports	Prior 5 years
Vaccination History	All
Initial intake form	

We are making every effort to get records out in a timely fashion. However, due to the large number of patients requesting records and our continued delivery of care to patients day to day, we cannot guarantee when the records will be sent. Please allow 4-6 weeks for your record to be copied and sent once we receive payment.

Steps to obtain a copy of your records:

1. Complete & Return the Authorization to Release Medical Records
2. When you receive the postcard with costs for copying enclosed, return a check for that amount to the office.
3. We will begin to prepare your records for copying once we receive your payment.
4. Please allow 4-6 weeks to obtain your records.

Records are kept for 7 years after date of last visit and then destroyed.