

MEDICAL RECORDS:

In accordance with HIPAA privacy laws, **our** Pediatric Associates of Richmond, Inc. HIPAA release form is required for every record request.

For Copies of Pediatric Associates of Richmond, Inc. Records to go elsewhere:

Only parents and legal guardians are authorized to make these requests until a child reaches the age of 18. Once a child reaches the age of 18 years only they can authorize access to their records. The completed record request form can then be mailed or faxed to the office where you wish to pick them up:

7113 Three Chopt Road, Suite 101, Richmond, VA. 23226 Fax: 804-673-6432

8485 Bell Creek Road, Suite B3, Mechanicsville, VA. 23116 Fax: 804-559-9227

4300 Pouncey Tract Road, Glen Allen, VA. 23060 Fax: 804-673-6432

Parents or patients 18 years and older are encouraged to pick up the records in person and take to other physicians as our experience has shown those offices can lose or misfile the records we mail. We suggest you make a copy to keep for yourselves.

While HIPAA requires us to provide you copies within 15 days of a properly completed release form we try to complete requests for records which are on on-site in 5-7 business days.

Older medical records that are stored off-site will require extra time for retrieval.

The first set of records to go to another physician, parent, or patient will be at no charge. There will be a fee for additional copies.

Any other third party such as life insurance applications, automobile insurance claims, or legal offices' request for records will again require completion of **our** HIPAA release form in addition to the one they provide. There will also be a fee.

For Copies of your child's records from other sources:

Parents who are transferring here from other practices may complete and mail our Records release from other doctors. To avoid delays in getting your records from another source we strongly recommend you contact them directly about their policies and fees for records releases. Just as we require use of our forms they may do the same.

Please remember that these laws are mandatory and intended to protect the privacy of your family's medical records. Thank you for your cooperation. Should you have further questions about your child's medical records please ask for our medical records associate or the HIPAA Privacy Officer.