



## **Black Hills Pediatrics, L.L.P.**

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### **Medical Records** **Protected Health Information** **Release of Information**

The authorization to release protected health information (PHI) is available to complete under the Forms tab on the website navigation bar.

You may return the form to the clinic by mail, fax, or complete the form electronically through the website.

#### **Please Note:**

Some patient requests for medical records are for services 20-30 years ago in paper charts prior to electronic medical records. Former patients are entering the military, returning to secondary education to obtain a degree, or beginning new employment, and need information or their immunization record.

These records are in storage outside of the facility. There is \$10.62 fee for search and retrieval.

It is strongly suggested that you photocopy the records for your personal use and store them in a safe place should you require them again in the future. Medical records currently stored at the outside facility will be shredded in the future according to legal retention guidelines.