



Dear Valued Patient:

It is the policy of Rockwood to provide courtesy copies of your medical records to health care providers outside the clinic who may be participating in your care. These copies are provided at no cost.

If, however, copies are requested for personal reasons, and they are not required for continuity of care, a processing fee is typically charged. As a courtesy to Rockwood patients, our fees for medical record copies are below the rates allowable under Washington state law. Pre-payment may be required prior to copying medical records in those cases where a significant number of pages are requested. There is also a \$ 23.00 clerical fee charged (per each request) in addition to the per page charges.

**Fee Structure for Medical Record Copies**

Pages	Fee
Pages 1-9	No Charge
Pages 10-30	\$0.96 per page
Pages 31 or more	\$0.73 per page
Shipping	Actual Cost
Sales tax	8.7% to be included

In order to release your medical records for any reason other than treatment, payment or health care operations, we must have a completed authorization form. Rockwood's **Authorization to Release Medical Records** form may be downloaded by clicking this link or may be picked up at any of our Rockwood satellite locations.

The process for obtaining copies of your medical records is relatively easy. As soon as we have received your completed **Authorization to Release Medical Records** form, a fee quote will be mailed, faxed or phoned to you. The quote will include further instructions for payment and will also provide contact information in case you have questions. **Unsigned or incomplete authorization forms cannot be processed.**

In order to make it convenient for you, we have provided you with three options for returning your completed authorization form:

1. You may fax it to: (509) 342-3962, ATTN: Health Information Management
2. You may personally return it to our Main Clinic:

Rockwood  
400 E. Fifth Avenue  
Spokane, WA 99202

3. You may mail it to our main location:

Release of Information Section  
Rockwood Health Information Management  
P.O. Box 3649  
Spokane, WA 99220-3649

As a Rockwood patient, you are important to us. Please feel free to contact us at (509) 838-2531, Ext. 3955, if you have any questions or would like additional information.

Thank you!

**Release of Information Section  
Rockwood Health Information Management Department**