

# Request for Medical Records

ScanSTAT Copy Services is the service that copies records for NIX Healthcare System.

In order to expedite your request for records as quickly and accurately as possible, please follow the steps listed below:

1. Complete, sign and date the "Authorization to Release Confidential Information". Fill in all the blanks on the form. Please include a phone number where you can be contacted.  
Fax the completed form, **along with a copy of your ID**, to (210) 319-5853.
2. List dates of service you are requesting.
3. Check or specify exactly what information you need from the medial record.  
There is a charge for medical records. The more specific you are in what information you need, the lower the charge for copying.  
Example: Do not request the entire record when all you need is the discharge summary or dictated reports.
4. The charges for copies of medical records are listed below. These charges are set by the Texas Health and Safety Code, Chapter 241, Section 241.154.
5. The Record Service is open Monday through Friday, 7:30 a.m. to 4 p.m. You may reach the department at (210) 399-2030 for any further questions.

## Copy Fee Charges

<u>Requestor</u>	<u>Charge</u>
Patients, Attorneys, Workman's Comp Insurance, Etc.	1-10 pages: \$42.54 11-60 pages: \$ 1.43 61-400 pages: 0.71 401 + pages: 0.37
Social Security Benefits	No charge if written proof is provided from Social Security Administration