

RE:

Dear

The purpose of this letter is to request copies of my medical records as allowed by the Health Insurance Portability and Accountability Act (HIPAA) and Department of Health and Human Services regulations.

I was treated in your office _____ between _____ . and
I request copies of the following [or all] health records related to my treatment.

The requested records include: _____ medical history forms, _____ physicians and nurses notes, _____ test results,
_____ tissue samples, _____ imaging studies.

I understand you may charge a fee for copying the records, but will not charge for time spent locating the records. Please mail the requested records to me at the above address.

I look forward to receiving the above records within 30 days as specified under HIPAA. If my request cannot be honored within 30 days, please inform me of this by letter as well as the date I might expect to receive my records.

Sincerely,