

MDS Pediatrics  
9701 New Church Street  
Suite B  
Damascus, MD 20872  
301-414-0023

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Please sign and check which option you would prefer.

Signature: \_\_\_\_\_

In accordance with the State of Maryland law (Health General Sec. 4-304) and the Federal Health Insurance Portability and Accounting Act of 1996, the physician who creates the patient's medical records is the owner of said records. However, the law states that the patient (or the patient's "personal representative") have access to a copy of his/her medical record when the request is made in writing.

Health General Sec. 4-304 also sets the maximum fee a physician can charge for copying a medical record and permits an annual adjustment for inflation in accordance with the Consumer Price Index.

**OPTION 1:**

There will be a chart summary fee of \$15.00 and will include a summary of patient's record of:

- \*Last physical examination
- \*Growth chart
- \*Immunization

**OPTION 2:**

- \*A fee for copying not to exceed \$.74 cents for each page of the medical record, and
- \*The actual cost of postage and handling.
- \*Preparation fee of \$22.00, if the records are sent to another provider. The federal HIPAA regulations do not allow a charge for a preparation fee for records provided directly to the patient.

All fees must be received by this office to cover the cost of processing and copying. Upon receipt of this fee allow approximately two weeks for processing.

Total Pages Copied \_\_\_\_\_ X \$.74 = \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Total Due \$ \_\_\_\_\_

Your cooperation in this matter will be greatly appreciated.

Sincerely,

MDS Pediatrics LLC