

Steven D. Atwood, M.D., FACP

Internal Medicine & Family Health Care
3525 S. National, Suite 206
Springfield, MO 65807

Phone: 417-269-9200
Fax: 269-9204
medical record line: 269-9203

www.adultmedicine.com EIN: 43-1569320 NPI: 1386643773

Personal Record Copy Request

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Re: _____ DOB _____

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upon receipt of payment for the copy and any mailing charges we will send them to you or have available for pickup

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Your bill for these records is \$ 23.94 base processing and search fee and 55 cents per page. Records should be picked up in person at the office. Per statute if records have been archived and are stored off site there is an extra \$21.89 fee for record retrieval. If records must be mailed it will be as time permits via regular postal mail for an extra \$5 postage and handling fee

Total # Pages, =
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Search & Processing = \$23.94
0.55 X _____ =

Postage & Handling = \$ 5
\$21.89 for Off site retrieval if =
not seen in the office in the last 5 years =

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We will call you when the records are available for pickup

Your Charge for : \$ _____
These Records

The Medical Records Department

Notice of confidentiality

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