## Requests for Medical Records

The Guthrie Clinic is committed to protecting the privacy of your medical information. To safeguard your privacy, you must complete and sign a form before records can be sent. After printing the form, indicate what records are to be released and where they are to be sent. Be sure to sign and date the form to avoid delays in processing your request. Multiple factors affect the time it will take to process your records request. If your request is of an urgent nature, please indicate such on the request form.

Note: If you are the guardian, Executor of the Estate or Power of Attorney for the patient, you must submit a copy of the appropriate legal document, which proves authority to act on behalf of the patient. This must accompany the authorization form. If you are the parent (on file) of a child, no additional document is necessary. Exceptions may apply.

## Paper/Electronic Records

Pennsylvania and New York State Law have established maximum fees that hospitals and health care providers may charge for medical records. The patient fee schedule below gives you a general idea of how much you will be charged. Do not submit payment with your request. You will receive an invoice that details the exact charge. This invoice will provide additional instructions on your payment options (including on- line payment options).

Note: The Guthrie Clinic will not charge for records if the records are needed to share with another healthcare provider/entity.

Return the completed form (and any attachments) by mail, fax or in person. If you have selected more than one organization on the form, submit your form to Robert Packer Hospital/ Correspondence. Each medical records office is open Monday – Friday from 8am-5pm and closed on national holidays.

| Organization | Phone | Fax | Mailing Address |
|---|---|---|---|
| Robert Packer Hospital | 570- 887-4344 | 570-887-5153 | Attn: Correspondence<br>One Guthrie Square<br>Sayre PA 18840 |
| Corning Hospital | 607-937-7551 | 607-937-7859 | Attn: Medical Records<br>1 Guthrie Drive<br>Corning NY 14830-3696 |
| Troy Hospital | 570-297-9278 | 570-297-2761 | Attn: Medical Records<br>275 Guthrie Drive<br>Troy PA 16947 |
| Guthrie Medical Group (Corning Centerway) | 607-973-8075 | 607-962-8938 | 130 Centerway<br>Corning NY 14830 |
| Guthrie Medical Group (all others) | 570-887-5582 | 570-887-5153 | Attn: Correspondence<br>One Guthrie Square<br>Sayre PA 18840 |

***Fee Schedule for Pennsylvania***

pages 1 – 10.....$1.00 / page
pages 11 – 60.....$ .50/page
pages 61 – end.....$ .31/page

***Fee Schedule for New York***

pages 1 – end.....$ .75/page

*In addition to the amounts listed, charges may also be assessed for postage. Imaging studies may incur an additional reproduction fee*