



MEDICAL RECORDS REQUEST

Our office staff will be happy to assist you with requests for your medical records.

We can assist you with the following:

- Access to your medical records
- Obtaining copies of your medical records

To make a request for records, please contact the office by calling 980-613-8312.

HOW TO REQUEST INFORMATION

To request a medical record, you must complete the "Authorization for Release of Information" form and submit it along with a copy of photo identification, such as a current Driver's License or State Issued ID. Forms may be acquired and submitted in person to our Office Manager. You may also download the form at

http://www.mysoulcare.org/med_records_request.html and mail a completed form to the following address:

Soul Care, PLLC
Attn: Office Management – Release of Information
5501 Executive Center Drive
Suite 238
Charlotte, NC 28212

Requests for records will take approximately 10 to 14 days to process.

FEES

There is no charge to send copies of your medical records directly to another health care provider. However, if copies are for a patient's personal use, photocopy fees will be assessed as follows:

Inclusive of searching, handling, copying, and mailing costs:

- \$0.75 per page for the first 25 pages
- \$0.50 per page for pages 26-100
- \$0.25 per page for pages over 100
- Minimum fee of \$10.00 permitted