

MEDICAL RECORD REQUEST LETTER

Dear Dr. _____

I've decided to take responsibility for collecting and keeping copies of my medical records. That way, I'll be in a position to keep track of my own health information and furnish pertinent data to everyone involved in my care.

Thank you for helping me participate in my own care by sending me copies of [list whatever the doctor or facility probably has, such as laboratory tests, EKG and other heart tests, specialist consultation reports, hospital discharge summaries, or operative reports]. Enclosed is a self-addressed, stamped envelope along with my check for \$15 to cover the expense of copying my records [enclose a small fee if you have a lot of records and decide to send this letter rather than give it to the doctor during your next office visit].

Sincerely,

Name:

Birth Date: