



PATIENT INFORMATION ABOUT YOUR REQUEST FOR COPIES OF YOUR PATIENT RECORD

Dear Patient:

If you are requesting your patient records for your own personal use, or to be sent to another healthcare provider, The Milton S. Hershey Medical Center will provide these abstracts (up to 2 years old) to you or your directive, at no charge:

Abstract 1: Inpatient Medical Records: Provides existing Consults, Diagnostic Test Results, Emergency Department and Discharge Summaries, History & Physicals, Medication Allergies, Medication List, Problems List, Procedures, Pathology Reports and Lab Reports.

Abstract 2: Outpatient Medical Records: Provides existing Consults, Diagnostic Test Results, Emergency Department, History & Physicals, Medication Allergies, Medication List, Procedures, Pathology Reports, Outpatient Letters, Outpatient Clinic Notes and Lab Reports.

Abstract 3: Diagnostic Test Results: Provides existing results such as EEG, EKG, Cardiology Studies, Pathology, Pulmonary Studies, or Radiology.

In most instances one or more of the above abstracts will be fine for personal use or to take to other healthcare providers.

Please check off which abstract you need on the attached Authorization Form.

However, if you would like additional documents not mentioned in the abstracts above there may be an additional fee for the associated costs to produce those additional documents as noted below. Pricing is in line with that suggested by the Department of Health and Human Services:

Providing Electronic Records to Electronic Media (CD, DVD, Portal):

- \$6.50 Flat Fee
- Actual Cost of Postage if mailed

Providing a Hybrid record (both electronic and paper) to Electronic Media (CD, DVD, Portal):

- \$6.50 Flat Fee for the portion of your record maintained electronically
- \$2.00 Flat Fee for the portion of your record maintained in paper format
- Actual Cost of Postage if mailed

Providing Paper Records to Electronic Media (CD, DVD, Portal):

- \$2.00 Flat Fee for the portion of your record maintained in paper format
- Actual Cost of Postage if mailed

Providing Electronic Records or Paper Records to Paper:

- \$2.00 Flat Fee for the portion of your record maintained in paper format
- Plus \$0.05 per additional page for cost of supplies like paper and toner
- Actual Cost of Postage if mailed

Payment can be made via check or money order to "Penn State Hershey Medical Center."

Are you enrolled in The Milton S. Hershey Medical Center Patient Portal? You can access most of your documentation anytime. To sign up please contact us at 717-531-1697

