



Dear Requestor:

The **AUTHORIZATION FOR RELEASE OF INFORMATION** you have requested is being provided to you today at your request, or the request of your representative, by St. Mary's Medical Center. Please take a few moments of your time to read the following information before completing this request.

Make sure to provide us with all the requested information. Leave no lines blank and initial where indicated. If you are making this request on behalf of a deceased person, you must provide us with documentation showing that you are the administrator/executor of their estate. If you are a patient's representative, you must provide us with Surrogate papers or Power of Attorney papers. Please note that patients 14 years of age and above must sign an authorization, in addition to their guardian, for their own medical records.

Rest assured that the Health Information staff will make every effort to complete this request in a timely fashion. Priority will be given to requests for continuation of care to insure that your records are received when needed by other health care providers.

Upon discharge from the hospital, time must be allotted for physicians to complete all the necessary documentation that goes into a complete health care chart. The HIM staff will monitor your charts progress and process your request once your chart has reached completion. Approximate time for completion is 30 days.

Requests for continuation of care to other health care providers will be mailed to the provider at no charge to you. **However in the State of West Virginia, there is a ten dollar retrieval fee and forty cents per page copy fee for all other requests.**

Sincerely,

Health Information Management Department
(304) 526-1205
(304) 526-1348 (fax)

PLEASE RETURN ALL ENCLOSED PAGES