



2003 Kootenai Health Way
 Coeur d' Alene, Idaho 83814
 208.625.6251
 Kootenaihealth.org

From: Kootenai Health
 Health Information Management/Medical Records
 Release of Information Department

RE: Request for Copies of Medical Records

Thank you for your interest to obtain Medical Record Information.

To assist in your request an "Authorization for Release of Information" form is attached. Please complete the form and return it to the Release of Information Department, along with a copy of your driver's license or other legal picture identification if we don't have your signature on file. When we have received this authorization and have verified your identity we will process your request within 15 days. If you are patient requesting your hospital record, we will process this within 3 business days.

If you are signing on behalf of a patient for whom you are a legal guardian or personal representative, you must attach a copy of your appointment as legal guardian or personal representative. If you are signing on behalf of a patient who is deceased, you must attach a photocopy of the patient's death certificate.

Prior to copying your records, Kootenai Health would like you to know that there may be a charge for this service.

Type of Request	Source	Delivery Method	Fees	Postage if Mailed
Patient Request—Right to Access	Paper	Paper	1–48 pages free	None
			49 pages + \$.10 per page	Actual postage
	Electronic Medical Record	CD/flashdrive	\$6.50	None
	Radiology Imaging	CD/flashdrive	\$6.50	None
	Electronic Medical Record & Paper	CD/flashdrive	\$6.50 + \$.07 per page	\$2.42
	Paper	CD/flashdrive	\$.07 per page	\$2.42
	Electronic Medical Record	View—download—Transmit (VDT), certified API Technology, email	Free	None
Attorneys, Insurance, Subpoenas	All	All	\$22.66 Base Fee, plus \$1.24 per page	Actual postage
Disability Determination – Idaho	All	All	\$15.00 Flat Rate	None
Healthcare Providers for Continued Care	All	All	Free	None
Idaho Workers Compensation carriers—Employer or Insurance company, patient or patient's attorney	All	All	Free	None
Idaho Industrial Commission 2nd Copy	All	All	\$19.00 + \$1.00 per page	Actual postage
In–Person Inspection	Electronic Medical Record		Free	None
Third Party Directive	All	All	\$22.66 Base Fee, plus \$1.24 per page	Actual postage

The ability to charge for the copying of medical records, to cover the cost of labor, supplies and postage is covered under HIPAA, 45 CFR 164.524.

You may fax your request to our Release of Information Department at **(208) 625–6247**. If you have any questions regarding the processing of your request, please call us at **(208) 625–6251**, Monday through Friday 8:00 A.M. – 4:30 P.M.

Thank you.
 Health Information Management



ROIX
 KOOTENAI HEALTH
 Coeur d'Alene, Idaho
**HIM STANDARD AND
 CUSTOMARY FEES**