



SOUTH SHORE HOSPITAL



Patient Medical Record Copy Fee Notice 2018

Dear Patient,

South Shore Hospital has contracted Midwest ROI, Inc to process valid requests for copies of medical records. You must complete a **Release of Information Form** when requesting your medical records (available in the Medical Records Dept at South Shore Hospital or contact Midwest ROI for a copy). Requests for copies of medical records are subject to reproduction fees in accordance with federal/state regulations. You are hereby notified in advance of said fees and by submitting this request you are accepting these fees and authorizing the provider/Midwest ROI to process your request for records. An invoice will be sent to you once your request has been processed.

HITECH/Patient Access Requests - If a **patient** is requesting their own records for **personal reasons (any request initiated by the patient or their personal representative)**, the patient will be charged. The fees are as follows:

1 - Paper Delivery	2 - Electronic Delivery
Fees may include: <ul style="list-style-type: none"> •\$0.33/page average cost for labor •\$0.15/page average cost for supplies • Minimum \$6.50 Flat fee for 11 pages or less • Plus postage if applicable. 	Fees may include: <ul style="list-style-type: none"> •\$0.33/page average cost for labor required to scan paper or converting records to electronic file •\$0.13/page average labor to prepare for electronic delivery • \$1.50 per CD if applicable. • \$6.50 minimum Flat fee 14 pages or less • Plus postage if applicable.

The above fees are for patient access requests only and all other requests will be subject to the state regulated fee schedule. Your completed request form & a copy of your ID should be given directly to South Shore Hospital for processing.

South Shore Hospital
Attn: Medical Records Department
8012 S. Crandon Ave
Chicago, IL 60617
Fax: 773-356-5155

While Midwest ROI is under contract with this facility to provide release of information services we are also committed to providing you with your requested medical records in an efficient and highly secure manner and want to make sure you understand the process in which your records are provided, and the costs associated with obtaining them.

Our standard processing time to respond to your request is 7-10 business days. Please don't hesitate to contact us at (312) 243-9828 if you have any questions about the service Midwest ROI provides on behalf of the provider or the bill you may receive as a result of your request for medical records.

Thank You,
Midwest ROI

Fees should be remitted to Midwest ROI as directed on the invoice you receive. Checks should be made payable to Midwest ROI. You can also make a payment with a credit cards online at <http://www.midwestroi.com/online-payments> or by calling Midwest ROI at (312) 243-9828.

