

Request to Share Medical Records

Coastal Spine Institute requires a request in writing to share medical record information. Requests may be made by filling out the appropriate Authorization to Release Health Information Form.

- **Authorization to Release Health Information**-to be completed when a copy of the Coastal Spine Institute medical record needs to be sent to someone outside of Coastal Spine Institute or when medical records from an outside office need to be sent to Coastal Spine Institute.

Requests may be:

- Mailed to: 509 Olde Waterford Way Ste 204 Leland, NC 28451, Attention: Health Information Services.
- Faxed to: 910-356-2585
- Brought to any Coastal Spine Institute location.
- Completed via the Coastal Spine Institute website. Forms are available under the “Patient Forms” section.
 - You may call our Help Desk at 910-356-6100 to obtain information on how to access forms.

Fees:

- There is no charge for sharing medical information with another healthcare provider.
- There is no charge for sharing medical information with a patient via the Coastal Spine Institute Portal.
- A flat fee of \$10 is charged for electronic requests provided via CD.
- A charge for labor, supplies, and postage (if mailed) will be charged for paper copies when requested by the patient or legal guardian.

The above fees do not apply for records requested for Worker’s Compensation, Disability Determination Services or by third parties.

Coastal Spine Institute charges a set fee for the completion of forms. This includes forms dropped off or faxed for completion. \$20 for short or easy to fill out forms and \$40 for long or complex forms. Multiple forms will incur multiple charges.

Release of records to third parties: In line with the North Carolina General Statute 90-411 a reasonable fee for copies will be charged to cover the costs incurred in searching, handling, copying, and mailing medical records to the patient or the patient’s designated representative. Coastal Spine Institute charges a minimum fee of \$10.00 inclusive of copying costs. The maximum fee for each request shall be \$0.75 per page for the first 25 pages, \$0.50 per page for pages 26-100 and \$0.25 per page for each page in excess of 100 pages.

Call 910-356-6100 and ask to speak to a release of information representative if you have any questions.