

REQUEST FOR MEDICAL RECORDS

Your medical record is confidential and is protected from unauthorized disclosure by law known as HIPAA

Medical records will not be released without a written/signed authorization. For continued patient care directly to a physician's office or healthcare facility or in the event of an emergency, the facility may also request written authorization by the patient or responsible physician. There is no charge to have your medical records sent directly to another physician's office.

Your written request is required by law (MCC 333.26265). The request must be signed and dated within the past year unless otherwise indicated.

Texas Administrative Code § 165.2

Billing Records

Total Number of Billing Record Pages:

Billing Records Not Requested

Medical Records

Total Number of Medical Record Pages:

Medical Records Not requested

Affidavit Requested :

Postage

Request for Dates of Service:

\$ 25.00 First 20-pages

\$ 0.50 Each additional page

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\$ 25.00 First 20-pages

\$ 0.50 Each additional page

Each Affidavit: \$15.00

Actual postage cost

Per the Texas Administrative Code (§165.2) for purposes other than emergency or acute medical care, requested copies of medical and/or billing records shall be furnished by the physician within 15-business days after the date of receipt of the approved written request as required by the Medical Practice Act.

The physician may retain the requested information until payment is received.

INSURANCE and FINANCIAL INFORMATION

What You Should Know About Your Insurance Before You Visit Our Office.

As a courtesy to our patients, our office attempts to verify your insurance coverage prior to your office visit. Unfortunately, the information we receive from your insurance company is minimal and is not a guarantee of coverage or benefits, but rather a quote based on current eligibility.

In general, we are not given specifics of your coverage; for example, what procedures you're insurance does/does not cover. We verify eligibility, co-insurance, and copay amounts only. If you elect to have a procedure performed at a future date, our office will verify benefits prior to the procedure.

We strongly encourage all patients to "know" their insurance policy. It is important to have this information because you are responsible for paying all charges associated with your care which the insurance does not cover at the time of service. Knowing what your plan does/does not cover will provide you with the knowledge/power to make medical decisions and to know your options. Also, you are more likely to receive the maximum benefits allowed by your policy if you are aware of what your coverage entails.

Be sure to bring your insurance card, as this is necessary to file a claim on behalf of your visit. Please note that if you do not bring your insurance card with you, payment in full is expected at the time of service.

If your visit is covered by health insurance, DCPM files your insurance claim. **You must bring your current insurance card for every visit.** If your plan requires a copayment, co-insurance, deductible, and/or out-of-pocket, it will be collected at time of service. **Payment for all services is required at time of service.**