



Institutional Policy and Procedure  
 Date of Original P & P: 07/01/2009  
 Revision No: 2  
 Effective Date: 03/31/2015

Title            Investigative Site – General Administration  
                     GA 105 Records Management, Accountability and Retention  
 Originator      Institutional Official

Approval        *J. Collins MD*

Attachment GA 105-A

Request for Medical Records	Version No. 01	Effective Date: 03/31/15
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<b>Request for Medical Record</b>			
1. Patient Name		Record #	
2. Patient Name		Record #	
3. Patient Name		Record #	
4. Patient Name		Record #	
5. Patient Name		Record #	
Requested by			
Contact Info:	phone 1	phone 2	
Destination			
Date needed	Return date	Please pick up <input type="checkbox"/>	I will drop off <input type="checkbox"/>
<b>Request for Medical Record</b>			
1. Patient Name		Record #	
2. Patient Name		Record #	
3. Patient Name		Record #	
4. Patient Name		Record #	
5. Patient Name		Record #	
Requested by			

Contact Info:	phone 1		phone 2	
Destination				
Date needed		Return date		Please pick up <input type="checkbox"/> I will drop off <input type="checkbox"/>
<b>Request for Medical Record</b>				
1. Patient Name			Record #	
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3. Patient Name			Record #	
4. Patient Name			Record #	
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Contact Info:	phone 1		phone 2	
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Date needed		Return date		Please pick up <input type="checkbox"/> I will drop off <input type="checkbox"/>