



Dear Requestor:

The **AUTHORIZATION FOR RELEASE OF INFORMATION** you have requested is being provided to you today at your request, or the request of your representative, by St. Mary's Medical Center. Please take a few moments of your time to read the following information before completing this request.

Make sure to provide us with all the requested information. Leave no lines blank and initial where indicated. If you are making this request on behalf of a deceased person, you must provide us with documentation showing that you are the administrator/executor of their estate. If you are a patient's representative, you must provide us Guardianship paperwork or Durable Power of Attorney for Healthcare.

Rest assured that the Health Information staff will make every effort to complete this request in a timely fashion. Priority will be given to requests for continuation of care to insure that your records are received when needed by other health care providers.

Upon discharge from the hospital, time must be allotted for physicians to complete all the necessary documentation that goes into a complete health care chart. The HIM staff will monitor your charts progress and process your request once your chart has reached completion. Approximate time for completion is 30 days.

A summary of your records can be sent to you at no charge for continuation of care. **However in the State of West Virginia, there is a fee for all other requests.**

Sincerely,

Health Information Management Department
(304) 526-1205
(304) 526-1348 (fax)

PLEASE SEND COPY OF PHOTO ID