

ATTENTION PATIENTS:

If requesting medical records, please allow our office 15 business days to process the information and make copied for your convenience. If you are getting records for test results, the 15 business days will not begin until after the testing has been completed, scored, and reviewed.

Under Texas law, your request for your medical records from a doctor or hospital must:

- Be in writing
- Be signed and dated
- Describe the medical record (or part of the record) that you are requesting and
- State that you want the information released to you

Request for records from a doctor also must state the reason you are requesting your record (such as, "For my personal record" or "To release to another health care provider") when the request is submitted to a doctor.

Prices for records are as follows:

Pages 1-10	\$20.00
Pages 11-30	\$0.50 each
Pages 30-60	\$0.25 each
Pages 60-end of records	\$0.10 each

Patient must pay the entire balance of the records before records will be released.

I agree to these terms and conditions that apply regarding my records.

Signature: _____

**Thank you,
The Ludden Group, P.C.**