



- 1 University of Kentucky A.B. Chandler Hospital
- 1 UK HealthCare Good Samaritan Hospital
- 1 UK HealthCare Ambulatory Services
- 1 UK Dental and Oral Health Clinics

## **AUTHORIZATION FOR RELEASE OF INFORMATION (for Use and Disclosure)**

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### **TO PATIENTS OR LEGAL DESIGNEES:**

#### **FACTS ABOUT OBTAINING YOUR MEDICAL RECORDS:**

You have the right to obtain a copy of your medical records. The law requires a **signed authorization form** which contains certain criteria included on this form. This form must be **fully completed** before any medical information can be released. Incomplete forms may be returned for completion.

#### **COSTS:**

Kentucky law allows you **one free copy** of your medical record. This free copy is one requested by you for yourself or for a third party. Additional requests will cost **\$1.00 per page**. **It is advised you keep a personal copy of any medical information you request to avoid future costs of obtaining copies.**

#### **WHEN AND HOW WILL I GET MY RECORDS?**

The request will be completed within **30 days** of receipt. You will be notified via mail if the records cannot be processed in 30 days. If you would like to pick up your records, indicate this on the form with a phone number where you can be contacted. Otherwise, records will be mailed to the address listed on the authorization.

#### **WHERE TO SEND YOUR REQUEST**

**Mail a completed request form to one of the following addresses:**

1) University of Kentucky Hospital

Release of Information Section  
Health Information Management Dept.  
Room C601  
800 Rose Street  
Lexington, KY 40536-0293

4) UK College of Dentistry

Dental Records  
800 Rose Street D-104  
Lexington, KY 40536-0297

2) UK HealthCare Ambulatory Services

Release of Information Section  
Health Information Management Dept.  
Room K003  
740 South Limestone  
Lexington, KY 40536-0284

5) University Health Service

(Includes: UK Student Health / Employee Health / Urgent Care Clinic)  
830 South Limestone  
Medical Records, Room 115  
Lexington, KY 40536-0582

3) UK HealthCare Good Samaritan Hospital

Release of Information Section  
Health Information Management Dept.  
Room B128  
310 South Limestone  
Lexington, KY 40508-3008

#### **Or fax a completed request form to:**

<b>University of Kentucky Hospital</b>	(859) 323-6853
<b>UK HealthCare Ambulatory Services</b>	(859) 257-7228
<b>UK HealthCare Good Samaritan</b>	(859) 226-7037
<b>UK College of Dentistry</b>	(859) 323-0271
<b>University Health Service*</b>	(859) 257-8708

\*(Includes: UK Student Health / Employee Health / Urgent Care Clinic)

#### **Contact UK Health Connection if you have any questions:**

Local (859) 257-1000  
Toll-Free (800) 333-8874