

## RESPONSE TO REQUEST FOR MEDICAL RECORDS

<b>To:</b>	Custodian of Records	<b>From:</b>	Medical Records Dept.
	<<Name of Recipient>>	<b>Pages:</b>	
<b>Phone:</b>	<<Recipient Phone>>	<b>Phone:</b>	866-686-1717
<b>Fax:</b>	<<Fax of Recipient>>	<b>Fax:</b>	484-398-7210

☐ URGENT    ☐ FOR REVIEW    ☐ PLEASE COMMENT    ☐ PLEASE REPLY    ☐ PLEASE RECYCLE

Re: <<Patient Last>>, <<Patient First>> <<Recipient Request ID>>

ATTN: Custodian of Records:

We have received your request for medical records for the above-named patient. It is our practice to have physicians verify their relationship to the patient. Please complete the attached form to confirm the physician's relationship to the patient, and that the records being requested are for the purpose of continuity of care.

The supporting documentation can be returned using one of the following methods:

<p><b>Mail</b>  ATTN: Jessica McDwyer  TridentCare  930 Ridgebrook Road, 3rd Floor  Sparks, MD 21152</p>	<p><b>Fax</b>  (484) 398-7210</p>	<p><b>Email</b>  <a href="mailto:medicalrecords@tridentcare.com">medicalrecords@tridentcare.com</a></p>
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Please contact our Medical Records Department at [medicalrecords@tridentcare.com](mailto:medicalrecords@tridentcare.com) or our toll free number (866) 686-1717 if you have any questions.

Regards,

Medical Records Department  
TridentCare Health Services

CONFIDENTIALITY NOTICE: THIS FACSIMILE (INCLUDING ANY ACCOMPANYING DOCUMENTS) IS INTENDED FOR THE USE OF TRIDENTCARE OR THE USE OF THE NAMED ADDRESSEE(S) TO WHICH IT IS DIRECTED, AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED OR OTHERWISE CONFIDENTIAL. IT IS NOT INTENDED FOR TRANSMISSION TO, OR RECEIPT BY, ANYONE OTHER THAN THE NAMED ADDRESSEE(S) OR PERSON(S) AUTHORIZED TO DELIVER IT TO THE NAMED ADDRESSEE(S). IF YOU RECEIVED THIS FACSIMILE IN ERROR, PLEASE REPORT THE ERROR BY CALLING THE TRIDENTCARE PRIVACY OFFICE TOLL FREE AT 866.686.1717, AND PROVIDING YOUR NAME, TELEPHONE NUMBER AND THE DATE. ONCE YOU HAVE REPORTED THE ERROR, SOMEONE FROM THE PRIVACY OFFICE WILL CONTACT YOU WITHIN ONE BUSINESS DAY. THEY MAY ASK YOU TO FAX BACK THE INFORMATION YOU RECEIVED SO THAT THE COMPANY CAN CORRECT ITS RECORDS AND PREVENT FURTHER MISCOMMUNICATION. PLEASE KEEP THE INFORMATION IN A SECURE PLACE UNTIL YOU ARE CONTACTED BY THE PRIVACY OFFICE AND COMPLETE THE RETURN OF THE INFORMATION TO THAT OFFICE. ONCE THIS IS DONE, PLEASE DESTROY ALL COPIES OF THE MISTAKENLY SENT INFORMATION, WITHOUT FORWARDING IT. THANK YOU FOR YOUR COOPERATION.

