

Medical Records Release Policy (Release of Medical Records Information):

To obtain a copy of your medical records, please complete the Authorization to release form. This form needs to be completed by the patient or their legal representative for us to release medical record information to our patients or another party.

Note: Incomplete forms will not be able to be processed and may delay Record Request.

1. RECEIVING YOUR REQUESTED RECORDS:

Processing medical records may take up to seven (7) business days from date of receipt. Records will be released and delivered in the method indicated on the authorization form. Occasionally, delays may occur, and we will contact you if extra time is needed to process your request.

2. HOW MUCH WILL IT COST?

Envelope	\$0.29 per envelope
Photocopy (Black & white copy, standard 8.5x11)	\$1.24 for the first thirty (30) pages, \$0.94 for all pages after.
US Postage/delivery cost	Actual cost of postage
Scanned Copies	\$0.94
Transmission of records via electronic format	\$0.94
Digital media storage or devices (CD)	\$0.94
Records uploaded to email/cloud base/other electronic delivery	\$0.94

3. ADDITIONAL FEES:

If the provider personally edits confidential information from the record, as required by statute, the provider can charge the usual fee for a basic office visit.

TAX RATES APPLY:

Tumwater: 9.4%
 Olympia: 9.4%
 Lacey: 9.4%
 Centralia: 8.2%
 Tacoma: 10.3%

PLEASE REMEMBER: TAX FOR A PATIENT OR ATTORNEY TO RECEIVE RECORDS: AS A COURTESY, MEDICAL RECORDS ARE PROVIDED TO OUR PATIENTS VIA OUR PATIENT PORTAL.

ADVANCED DEPOSITS: The Public Records may require a deposit of 10% of the estimated cost of an installment of request prior to producing a request. WAC 390-14-3030. The following (non-exclusive) factors may be considered in requiring a deposit:

*The request is very large or will require an extensive (multiple months) allocation of agency resources.

*The Requester has an outstanding unpaid invoice from prior public records requests

*The request will involve outside vendors costs, other direct costs not incurred by FASA Family Wellness PLLC in responding to a request, or other unusual or anticipated costs.

*If FASA Family Wellness PLLC requires a deposit, that deposit must be paid in full before FASA will provide the records. If a Requester has an outstanding unpaid invoice from prior requests, then Public Records will advise the Requester of the fees due and provide the requester an invoice with a deadline for payment. Once invoice is paid, the records will be provided. If an invoice is not paid by deadline, Public Records will make a notation in the file and place a copy of the unpaid invoice in the file and close the request pursuant to WAC 390-14-030.

(Note Unused deposits will be returned to the Requester.)

Contact Information:

Foot & Ankle Surgical Associates
 1220 W 1st Street Suite B, Centralia, WA 98531
 PH: (360)508-3338

References: Washington Public Records Act ("Act"), Chapter 42.56 RCW