

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 SUBMIT YOUR REQUEST:

Health care services are provided at many different locations and facilities at the University. Each location is responsible for maintaining and releasing its own medical records. **Please be specific as to which records you want.** Address your request to the location your care was received. Sending this authorization to the appropriate area listed below will facilitate our response to you.

<p>Hospital: Inpatient Admits, Outpatient Procedures and/or Emergency Visits</p> <p>Correspondence Section Medical Records Department Room C601 University of Kentucky Hospital 800 Rose Street Lexington, KY 40536-0293 Phone #: (859) 323-5117 Fax #: (859) 257-6089</p>	<p>University Health Service (UHS): Student & Employee Health Records</p> <p>University Health Services Kentucky Clinic 740 S. Limestone B163 Lexington, KY 40536-0284 Phone #: (859) 323-5823 x245 Fax #: (859) 257-8708</p>	<p>Markey Cancer Center Outpatient visits to Markey Cancer Center</p> <p>Markey Cancer Center Whitney Hendrickson Building 800 Rose St., Room 132 Lexington, KY 40536-0098 Phone #: (859)257-4488 Fax #: (859)257-8931</p>	<p>Radiation Medicine Outpatient visits to Radiation Medicine clinic</p> <p>Radiation Medicine 800 Rose St Room C-1 Lexington, KY 40536-0293 Phone #: (859)323- 6486 Fax #: (859)257-4931</p>	<p>College of Dentistry: Outpatient visits to the College of Dentistry behind the Hospital.</p> <p>College of Dentistry Dental Records 800 Rose Street D-104 Lexington, KY 40536-0297 Phone #: (859)323-6294 Fax #: (859)323-0271</p>
<p>Main Kentucky Clinic: Outpatient Clinic Visits for: Bluegrass Care Clinic Bluegrass High Risk Obstetrics Cardiology Cardiothoracic Surgery Dermatology ENT/Otolaryngology Family Practice General Medicine General/Vascular/Pediatric Surgery GYN/Oncology Internal Medicine (1st Floor) Medicine Specialties(2nd Floor) Neurology Neurosciences/Neurosurgery Ophthalmology Orthopedics/Sports Medicine Pediatrics Physical Medicine and Rehab Plastic Surgery Rheumatology Urology</p> <p>Health Information Services Kentucky Clinic 740 S. Limestone Room K003 Lexington, KY 40536-0284 Phone #: (859) 323-5561 Fax #: (859) 257-7228</p>	<p>Kentucky Clinic South: Outpatient visits for South: Bluegrass Women's Health(OB/GYN) Dentistry Family Practice Pediatrics Preventive Medicine Minimally Invasive Surgery</p> <p>KY Clinic South Medical Records 2400 Greatstone Pointe Lexington, KY 40504 Phone #: (859)257-9800</p>	<p>Transplant Center: Solid organ transplant Outpatient clinic visits</p> <p>University of Kentucky Transplant Center 800 Rose Street, Room C401 Lexington, KY 40536-0293 Phone #: (859) 323-1691 Fax#: (859)323-1700</p>	<p>Outpatient Psychiatry: Outpatient Psychiatric visits</p> <p>Outpatient Psychiatry Medical Records 3470 Blazer Parkway 3rd Floor Lexington, KY 40509 Phone #: (859)323-6021 Fax #: (859)323-4927</p>	<p>Kentucky Clinic Dentistry: Outpatient dental visits to the dental clinics inside the Kentucky Clinic</p> <p>Kentucky Clinic Dentistry Dental Records 740 S. Limestone Room A-219 Lexington, KY 40536-0284 Phone #: (859)323-5562 Fax #: (859)323-2036</p>
	<p>Kentucky Clinic North: Outpatient visits for North: Dentistry Family Medicine OB/GYN Pediatrics</p> <p>KY Clinic North Medical Records 217 Elm Tree Lane Lexington, KY 40507 Phone #: (859)381-0135 Fax #: (859)259-0693</p>	<p>Comprehensive Breast Care Center: Clinic visits to CBCC and all mammogram records including those from KY Clinic South</p> <p>Comprehensive Breast Care Center Whitney Hendrickson Building 800 Rose St. Room 234 Lexington, KY 40536-0098 Phone #: (859) 323-2222 Fax #: (859) 323-4667</p>	<p>Radiology/Image Management Actual films/images of X-rays taken at Hospital, KY Clinic and KY Clinic South</p> <p>Image Management 800 Rose St HX-304 Lexington, KY 40536-0293 Phone #: (859)323-5416 Fax #: (859)257-6769</p>	<p>Hospital Patient Accounts: Hospital Billing Records</p> <p>University of KY Hospital Patient Accounts Dept. 800 Rose St. Room H102 Lexington, KY 40536-0293 Phone #: (859) 257-8111 Or 1-(800) 288-2779 Fax #: (859) 257-8071</p> <p>KMSF: Physician Billing Records</p> <p>KMSF 138 Leader Ave. Lexington, KY 40508 Phone # (859) 257-8618 Fax #: (859) 257-8071</p>