

Requests for Medical Records

The Guthrie Clinic is committed to protecting the privacy of your medical information. To safeguard your privacy, please complete and sign a form to assure the correct records are sent in the desired format. After printing the form, indicate what records are to be released and where they are to be sent. Be sure to sign and date the form to avoid delays in processing your request. Multiple factors affect the time it will take to process your records request. If your request is of an urgent nature, please indicate such on the request form.

NOTE: If you are the guardian, Executor of the Estate or Power of Attorney for the patient, you must submit a copy of the appropriate legal document, which proves authority to act on behalf of the patient. This must accompany the Medical Record Release form. If you are the parent (on file) of a child, no additional document is necessary. Exceptions may apply.

Paper/Electronic Records

Depending on the purpose of your request, you may incur a fee for your medical records request. In compliance with HIPAA Privacy Rule a \$6.50 flat rate fee will be imposed for individual requests for electronic health records for personal use purposes. You will receive an invoice that details the exact charge. This invoice will provide additional instructions on your payment options (including online payment options).

NOTE: The Guthrie Clinic **will not charge** for records if the records are needed to share with another healthcare provider/ entity. Continuation of care requests may also be completed thru your individual eGuthrie/MyChart account.

Return the completed Medical Record Release form (and any attachments) by mail, fax or in person. Medical record office locations and hours are listed below. **All offices are closed on weekends and national holidays.**

Organization	Phone	Fax	Hours	Mailing Address
Corning Hospital Troy Hospital RPH Towanda Campus	570-887-4336	570-887-6817	No onsite support. Contact Robert Packer Hospital office.	Attn: Correspondence One Guthrie Square Sayre PA 18840
Cortland Hospital	607-756-3685	570-887-6878	8:00am-4:30pm	Attn: Health Information Management Dept 134 Homer Avenue Cortland NY 13045
Robert Packer Hospital	570-887-4336	570-887-6817	8:00am- 4:30pm	Attn: Correspondence One Guthrie Square Sayre PA 18840
Guthrie Medical Group (All Clinic Locations)	570-887-4361	570-887-6853	8:00am-4:30pm	Attn: Correspondence One Guthrie Square Sayre PA 18840

Requests not covered by the HIPAA Privacy Rule may incur a fee based on applicable state fee schedule as noted below.

Fee Schedule for Pennsylvania

*Pages 1-20..... \$1.60/page
Pages 21-60..... \$1.19/page
Pages 61-end..... \$.41/page*

Fee Schedule for New York

Pages 1-end..... \$.75/page

In addition to the amounts listed, charges may also be assessed for postage. Imaging studies may incur an additional reproduction fee.