

# Saratoga Walk-in Clinic

## Permission to copy and release medical records (revised 4-3-17)

As of July 16, 2015 the Clinic is permanently closed. Dr. Wetterholt has retired and lives in Traverse City, Michigan. Dr. Bortz and Dr. Nichols are still in practice locally... Dr. Bortz in Los Gatos and Dr. Nichols in Saratoga.

Your medical record is in secure storage at Off-site Records Management, 1959 Monterey Rd., San Jose, CA 95112. (408) 971-4200 until August 24, 2018 at which time it will be shredded. Contact: Beth Seibert or Cindy Emery.

The 2009 HIGHTECH Act requires medical records to be available in digital format. In compliance, all patient records to be released to patients or other physicians or hospitals will be scanned on an unencrypted DVD.

However Off-site Records Management can help you. They are able to scan your record onto an **unencrypted** DVD and send it to you by UPS with a tracking number or you can pick it up at their secure facility in San Jose. Fees are \$50.00 for any number of pages in a single standard paper medical record folder. Second and subsequent volumes if needed are additional \$25.00 each. Fees must be prepaid before your request can be processed.

Please complete the record release form:

Patient name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Release to: \_\_\_ Myself at the name and address above ... Or to person or medical facility whose name and address is:

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I hereby acknowledge that this record may in rare cases contain information about alcohol or drug abuse and/or psychiatric diagnosis, sexually transmitted disease concern or diagnosis, HIV/AIDS testing or encounters with law enforcement or the criminal or civil justice systems.

Signature of patient, parent, or legal guardian:

\_\_\_\_\_ date: \_\_\_\_\_

Please sign and date photocopies:

copy 1 for Saratoga Walk-in Clinic  
original for Off-site Records Management

Send to:  
Off-site Records Management  
1959 Monterey Rd.  
San Jose, CA 95112