



magan medical clinic, inc.

420 W. Rowland Street, Covina, CA 91723 Phone: (626) 331-6411 Fax: (626) 251-1565

General Information for Requesting /Obtaining Your Health Records

Requesting Your Health Records:

- All requests for patient information must be made by using the provided authorization for disclosure of protected health information/radiology films-CD's form.
- A valid photo ID must be shown at the time of request, as well as, at the time of picking up the health records/x-ray films-CD's.
- The Release of Information Desk processes all requests in the order received.
- Please allow up to 15 business days to process the request.
- Charges may apply:
 - If the patient/representative picks up the records, the first 5 pages are free and any additional page is 25 cents per page.
 - Radiology CD's requested for personal use is \$10.00 per CD.
- When the health records are ready for pick up, the requestor will be called and at that time will be told of any fees and reminded to bring a photo ID when picking up the health records.

PLEASE NOTE: If the records are mailed, for continuity of care to another provider, then the charges are waived.

Obtaining Your Health Records from Another Provider:

- All requests for obtaining your health records from another provider must be made by using the provided authorization for disclosure of protected health information/radiology films-CD's form.

Note: The patient must provide Magan with the complete address of the requesting facility/provider's office.

Please allow up to 15 business days to process the request.

Should you have any additional questions regarding requesting or obtaining your health records, please contact the Release of Information Desk directly at 626-251-1302.

The Health Information Services Department office hours are
Monday through Friday from 8:00am – 5:00pm.
(Open during lunch time.)