

IMPORTANT INFORMATION
PLEASE READ AND SIGN
PATIENT RECORDS RELEASE AND DUPLICATION POLICY

Gateway Dental Centre is dedicated to a long-term relationship with our patients. When this is not possible because of a change in your insurance coverage, relocation or other reasons, we are happy to forward your dental records to your new dental office.

Washington State Law provides for the release of copies of the patient health care record upon written request from the patient. Such records must be available to the patient no later than fifteen (15) days from receipt of the written request.

Gateway Dental Centre is fully compliant with Washington State Regulatory mandates and pursuant to RCW 70.02 , our base charge for release of copies of the patient health care record is \$37.00. The fee is payable prior to the release of copies of the patient health care record.

The itemization of the \$ 37.00 fee is as follows:

- Σ \$19.00 Clerical Fee
- Σ \$10.00 Radiograph Duplication Fee
- Σ \$.83 cents per page for the first thirty pages of records (please note that most patient records consist of ten pages ñ there will be an additional charge of \$.83 cents per page for records that contain more than ten pages and this charge will apply up to thirty pages of records)
- Σ There will be an additional charge of \$.63 per page for pages in excess of thirty pages

Should it become necessary for you to transfer to another dental office, a Patient Records Release Document is available through Gateway Dental Centre. To obtain this document, call our office at (206) 343-8929.

Your signature indicates that you have read our policy statement in its entirety and that you understand the policy. Please ask an administrative staff member if you would like to have a signed copy of this policy.

Signature

Date