



Mabel MP Cheng, MD & Nicole Lemanski, MD
EYE PHYSICIANS & SURGEONS

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Requesting Records or Imaging Results

Please observe the following policies when requesting records or imaging results.

- Hard copies of medical records cost 0.75 cents per page. Should you wish for the records to be mailed to you, you will be charged the cost of postage. If you have any questions, please see the relevant NYS statute here: <https://tinyurl.com/4xar6pwd>
- Unless otherwise specified by the requester, postage is generally USPS first class or USPS flat. This is typically the most economical.
- Records requested through a patient's online portal do not incur any costs. If you have not set up for the patient portal, please ask a member of our staff to generate you a patient portal enrollment letter.
- Records being sent to another provider, health-care facility, nursing home, legal offices for disability claims or glasses / contact lens prescriptions do not incur any fees.
- All records requests, including releases to one's self, require a written authorization from either the patient, the patient's health proxy, or power of attorney. In the case of health proxies or power of attorneys, you must bring proof that you are authorized and a copy of this proof must stay on file within the patient's chart.
- In general, records requests take anywhere from 1 to 7 days, depending on the size of the request. If you have an emergency request, please speak with a staff member.
- Color reproductions will only be made when it is clinically relevant to do so (e.g. pentacam data).

Should you have any further questions, please do not hesitate to contact us at the office at 518-782-7777.

-- The office staff of Mabel MP Cheng MD PLLC