



RECORDS REQUEST POLICY

All requests for medical records are handled per recommendations and guidelines of the Idaho Medical Association.

If you would like records **transferred from** another physician/agency **to Coeur d'Alene Pediatrics**:

- Complete a request for records authorization form (see [form section](#) of our Website)
 - Include name of physician/agency requesting records from
 - Include the address of physician/agency requesting records from
 - Include your child's pertinent information
 - Include the date(s) of records you need.
 - Must be signed by parent, legal guardian or patient if over age 18

If you need copies of your child/children's medical records **from Coeur d'Alene Pediatrics to another provider/agency**:

- Complete a release of records authorization form (see [form section](#) of our Website)
 - Include name of physician/agency receiving the records
 - Include your child's pertinent information
 - Include the date(s) of records you need.
 - Must be signed by parent or legal guardian or patient over age 18
- Records will be processed within 10-15 business days.
- Records will process at no charge.

If you need copies of your child/children's medical records to be sent to

YOU: Complete a release of records authorization form (see form section of our Website cdapedds.com)

- Include your name as the person receiving the information
 - Include your child's pertinent information
 - Include the date(s) of records you need
 - Must be signed by parent or legal guardian or patient if over the age of 18
- Records processing is 10-15 business days and there is a fee associated
 - You will be notified of the amount due for records processing.
 - Once payment is received the records will be processed within 5-7 business days.

Please reference our "Charges for Medical Records" policy for information on fees (See [Charges for Medical Records](#) policy)

Records destined for another medical office will be mailed as soon as possible to continue quality medical care. This service is provided without charge. All other requests will be mailed promptly upon receipt of payment.

If records do not reach their destination in time, patients are encouraged to have the consulting Physician and or new medical provider contact this office for telephone summary of the records.