



Lake Oswego Eye Clinic  
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Integrated Eye Center  
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## To request release of your Medical Records:

1. **Complete the attached authorization form.**
2. **Once the authorization has been verified, the Release of Information Department will fulfill your request within ten business days. Requests for images on CD or records being retrieved on paper chart may take longer (up to 30 days). If you are requesting records from Dr. Tabor your chart is on paper and will require a records search; retrieval and copying fees will apply.**
3. **If fees apply, our office will send you an invoice. Once payment has been received, records will be sent by the chosen delivery method. Please note that all imaging requests (OCT) must be mailed via USPS Priority Mail as colored imaging cannot be faxed. When mailing via USPS Priority mail we will provide you with tracking information so you can ensure your records have been delivered.**

**If records are being transferred directly to another physician's office, chart notes from the last two calendar years, along with the most recent HVF testing performed in that period, will be faxed free of charge. We will release records free of charge one time. All OCT requests will incur an image copying charge.**

### **FEE SCHEDULE**

**There may be fees for the release of records as permitted by state law (ORS 192.563).**

**Pages 1-10: Complimentary\***

**Pages 11-50: Processing fee of \$30 + \$.50 per page\***

**Pages 51+: \$.25 per page\***

**For copies of images on CD: \$20**

**Express Processing \$30.00**

