

Information or instructions: Letter to a hospital requesting medical records

PREVIEW

1. The following letter may be sent to the client's hospital in order to formally request the client's medical records.
2. The client may also be required to sign the hospital's form. The letter assumes that the client has signed the attorney's Medical Authorization form.

Form: Letter to a hospital requesting medical records

[Date]

[Hospital's Name]
[Address]

PLEASE DO NOT COPY

Regarding: Request for Medical Records of [Client's name]

Dear Office Manager:

As a result of the injuries received by my client, on or about [date], my law firm has been retained by [client's name] to resolve [his or her] personal injury claim.

[His or Her] claim involves an injury against a negligent party responsible for the injuries. Your hospital treated my client on or about [date].

Please send me copies of all of [client's name] medical and hospital records and continue forwarding copies of future records.

THIS DOCUMENT

Please include copies of your billings, office notes and procedures, and any other insurance forms or diagnostic comments you may have in you file. Please also send me one copy of the paramedic's report taken at the scene of the accident, if any.

This is not a request for a formal, written, narrative report; if one is needed, we will be in touch with you.

Please also provide me with a statement for all services rendered to [client's name] since the date of injury.

THANK YOU

I have enclosed a medical release and authorization form from my client.

Please note that [Client's name] requests that you disclose no information to anyone other than my law firm regarding this injury and treatment.

I assume there will be a charge for the photocopies; please bill us accordingly. Thank you in advance for your courtesy and cooperation in this matter.

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Very truly yours,
PREVIEW
[Attorney's Name]

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THIS DOCUMENT

THANK YOU

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