

MEDICAL RECORDS	
TRANSFER THE CALL TO THIS DEPARTMENT WHEN A PATIENT OR A DOCTOR'S OFFICE ASK OR REQUEST FOR:	
* ANYTHING YOU MAY NEED PLEASE CALL STEPHANY GAVIRIA EXT 3329 (SUPERVISOR)	
* EXAM REPORT AND READING IMAGES	
* ADDENDUM	
* SPEAK WITH RADIOLOGIST	
* INFORMATION ABOUT CD'S (IMAGES OF THE REPORTS), DELIVERY (DISC, AMBRA, REGULAR MAIL, FEDEX).	IF UNIVERSITY OF MIAMI OR BAPTIST HEALTH ARE CALLING PLEASE CONTACT VALENTINA GONZALEZ EXT 3265 OR EXT 512
* REQUEST ABOUT REPORTS FROM MEDICAL CENTERS, LAWYERS OFFICES AND WORKERS COMPENSATION).	
* INFORMATION ABOUT REPORTS ON THE PORTAL.	
* LAY LETTER AND ANNUAL RECALL INFORMATION.	
* PRIOR REPORT OR PRIOR IMAGES REQUESTED FOR US.	
* EVERYTHING ABOUT ABNORMAL OR CRITICAL REPORT.	
* PLEASE LET THE PT KNOW THAT THEY CAN GET THE CD AT ANY OF OURS LOCATIONS, MONDAY TO FRIDAY FROM 8:30 AM TO 3:00 PM	
NEW DOCTORS INFORMATION	* ANYTHING YOU MAY NEED PLEASE CALL JULIAN GARCIA EXT 3218

DOCTOR'S NAME:		TITLE:	
OFFICE ADDRESS:		ZIP CODE:	
PHONE#:	FAX#:		
ORGANIZATION:			
ACCT#:	EXAM:	APPT DATE:	/ /
NPI#:	OPERATOR:		