





## **INSTRUCTIONS FOR AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS**

Medical Records will not be released unless a signed "Authorization for Release of Medical Records" is received. Southern Health Partners will accept any HIPAA-compliant release duly signed by the Patient within 30 days prior to the date of the medical records request.

Southern Health Partners charges for copying medical records as authorized by state law regulations. This fee is not charged where prohibited. Southern Health Partners requires payment in advance for medical records copies. Upon receiving a request for medical records and accompanying authorization, SHP will determine the number of pages to be copied to respond to the request and will forward that information to the requestor. Once payment is received, SHP will have the records copied and mailed. All records are sent U.S. Mail; SHP does not fax medical records.

Payment must be in the form of a certified check or money order made payable to Southern Health Partners, Inc. and may be mailed to:

Southern Health Partners  
Attn: Risk Management  
2030 Hamilton Place Blvd, Ste. 140  
Chattanooga, TN 37421

Any questions may be directed to Hanna Bishop, Operations/Risk Management Specialist, at (423) 553-5635 or [hanna.bishop@southernhealthpartners.com](mailto:hanna.bishop@southernhealthpartners.com).

**NOTE: These provisions do not apply to Social Security/Disability Determination requests.**