

Attn: Medical Records

In re:

DOB:

DOS:

Dear Sir or Madam:

I am writing to request a copy of the operative report and sticker page identifying the hip replacement components that were used in my surgery.

Please provide copies of this protected health information as soon as possible, but note that federal regulations mandate that this information be provided within 30 calendar days of receiving this request. *See* 45 CFR 164.524(b)(2).

**Pursuant to the HIPAA Privacy Rule, you may only impose a reasonable, cost based fee which may include only the cost of (1) labor for copying the protected health information requested<sup>1</sup>; (2) supplies for creating the paper copy or electronic media (e.g. actual cost of paper, toner, CD or USB drive if applicable); and (3) actual postage cost. *See* 45 CFR 164.524(c)(4). Please note that any such fee may not include costs associated with verification, documentation, searching for and retrieving the protected health information, maintaining systems, recouping capital for data access, storage or infrastructure or other costs not listed above, even if such costs are authorized by State law.**

Thank you for your prompt attention to this request,

Very truly yours,

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<sup>1</sup> Pursuant to federal regulations, "labor" for copying protected health information includes only labor for creating and delivering the electronic or paper copy, and does not include costs associated with reviewing this request, searching for, locating, reviewing and retrieving the protected health information. *See* 45 CFR 164.524(c)(4).