

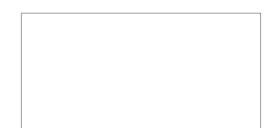
Prarthana Samaj, Girgaon,

Raja Rammohan Roy Road,

Mumbai - 400004

Call Centre: 1800221166

Website: www.rfhospital.org



APPLICATION FOR ISSUE OF MEDICAL RECORDS / INDOOR CASE PAPERS

To,		ate:		
Medical Records Department		DD	MM	YYYY
Sir H. N. Reliance Foundation Hospital & Research Centre				
Girgoan, Mumbai - 400 004.				
I, request Medical Records Department of Sir H. N. Reliance Foundation Hospital & Research Centre to issue the photo copies pertaining to my / my patient's medical records as I need it only for following purpose.				
(Please tick as applicable)				
Mediclaim Further Treatment Death Claim Medico Legal Others (Please Specify)				
Patient Name: First Name	Middle Name		Last Name	
Hospital MRN / Case No: Contact No				
Date of Admission: DD - MM	Date of Discl	arge: DD		YYYY
I, hereby authorize to issue my medical records to (Fill only if patient/legal representative is not visiting to				
collect the medical records) Mr. /Ms	First Name	iddle Name		Last Name
Whose specimen signatures are appended - Signature				
Thanking you, Yours truly,				
Patient Name:				
First Name	Middle Name		Last Name	
 INSTRUCTIONS FOR RELEASE OF MEDICAL RECORDS Sir H. N. Reliance Foundation Hospital and Research Centre, Mumbai requires a completed and signed written request & authorization for released of Medical Records / Indoor Case papers before releasing documents to anyone including the patient. Please read the instructions for release of medical records, If you have any queries, you can reach us on 022 35475753. 1) Patient or Authorized Representative (person whose name is mentioned as legal authorized representative in hospital records) may obtain a copy of his / her medical records. The patient or Authorized attendant must date and sign. 2) If the patient is minor (under age 18), authorized representative must sign on his / her behalf. 3) If the patient is over 18 and is incompetent, the authorized representative must sign and provide proof of legal representation. 4) If the patient is deceased, the authorized representative or legal representative must sign & provide proof of legal 				
representation. 5) The photo copies of medical records should be given to the applicant within three working days. 6) ₹150/- fixed for copying and handling charges and ₹50/- for courier charges to be paid at billing counter. FOR OFFICE USE ONLY				
Remark: Approved/Not Approved Authorized By: Dr	Date of Issuing Medical Records	Papers / N	Medical Record	of Indoor Case
Signature	Medical Records Issuers Signa	Receivers	Name	

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