

**Authorization for Release of Information
for
Caritas Health Care**

Important Notes

You must include a photocopy of any one of the following: Your state issued ID, state driver's license, or Birth Certificate. Any unsigned, undated or missing identification documents required for the release of information will not be processed.

MetalQuest is the providing patient health record release of information for Mary Immaculate Hospital, Jamaica, NY; Saint John's Queens Hospital, Elmhurst, NY and associated clinics and nursing homes for each hospital, dated January 1, 2007 through February 28, 2009. If you were seen at any the aforementioned facilities prior to January 1, 2007, then please contact Iron Mountain, 550 Broadway, Port Ewan, NY 12466 at (845) 338-2993.

With the exception of original mammography film, your health information will be released in digital form and provided on a Windows CD/DVD. Hardcopy is not available. Mail completed request to:

MetalQuest	Phone: 513-898-1022
Attn: Caritas Release of Information	Fax: 513-242-5059
P.O. Box 46364	Email: caritas@metalquest.com
Cincinnati, Ohio 45246-0364	

All records will be shipped. Under no circumstances will MetalQuest accept personal deliveries of release of information authorizations, payments or arrangements for pickup at MetalQuest. It is understood that MetalQuest will ship the entire record unless otherwise directed. If less than the entire record is desired, dates of service and types of treatment will have to be specified, and an hourly rate will be charged for the search. Charges for duplication are listed on page 3 of this document.

Patient Information (please print):

Full Name:	Date of Birth: mm/dd/yyyy)
Address:	Social Security Number:
	Telephone Number:
	Cell Phone Number:
Email:	Facsimile Number:

Bill-To Information:

Ship To Information:

Full Name:	Full Name:
Organization or Company:	Organization or Company:
	Telephone Number:
	Cell Phone Number:
Email:	Facsimile Number:

Copy Fees

Paper Records: \$0.75 per page plus USPS postage or courier fee.

X-ray Film: \$25.00 minimum or \$1.00 per sheet of film plus USPS postage or courier fee

Mammography: \$25.00 plus USPS postage or courier fee

Hourly rate for parsing record is \$50.00 per hour, ½ hour minimum.

Pathology: \$25.00 per specimen plus postage or courier fee

Payment is due in full before release of your health record. Send payment to:

**MetalQuest
P.O. Box 46364
Cincinnati, Ohio 45246-0364**