

**Authorization for Release of Information
for
Houston Town & Country Radiology/Mammography Digital Images**

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 providing your radiology DICOM files on CD. Your files are stored digitally. Hardcopy is not available. Furthermore, MetalQuest does not provide hardcopy x-rays or prints from the radiology DICOM files.

Mail completed request and payment of \$40.00 (**Do not send cash {make checks payable to MetalQuest}**) to:
MetalQuest (If you want your files maintained, then don't forget to
P.O. Box 46364 add an additional \$25.00 for a total of \$65.00.)
Cincinnati, Ohio 45246

All records will be shipped to the requestor. Under no circumstances will MetalQuest accept personal deliveries of release of information authorizations, payments or arrangements for pickup at MetalQuest.

MetalQuest will archive your radiology DICOM files until the end of their retention period or until requested again for an additional fee of \$25.00. Future requests for copies will incur a fee.

_____ Please retain my radiology DICOM files as stated above.

Initial

Patient Information (please print):

Full Name: _____ Date of Birth (mm/dd/yyyy): _____

Address: _____ Social Security Number: _____

_____ Telephone Number(s): _____

I hereby request **MetalQuest**, trustee of radiology DICOM files for the former Houston Town and Country Hospital, to release my original radiology or mammography DICOM files to **MYSELF** at the above address:

I have been a patient of Houston Town and Country Hospital or I am the patient's authorized representative. I understand the trustee has legally protected health information about me or the person I represent.

I fully understand that the contents of my radiology DICOM files may contain information relating to my identity, diagnosis, prognosis, and/or treatment and may include information regarding the following: AIDS and/or related HIV testing, psychiatric disorders, drug and alcohol and/or other substance abuse.

I also understand that once my information is released that no backup copies will be available. Once the radiology DICOM files are released, I am solely responsible for their disposition. I release MetalQuest of all liability with regard to the storage of these radiology DICOM files.

