

Medical Records Requests

How do I request a copy of my health information?

Requests for medical records must be initiated in writing and cannot be requested over the phone. Please complete the Medical Records Request Form in its entirety. The form can be downloaded from our website at www.vosct.com or obtained in hard copy at any of our office locations. Completed form can be submitted to Valley Orthopaedic Specialists via any one of the following routes:

By Mail: Valley Orthopaedic Specialists
Medical Records Department
2 Trap Falls Rd, Suite 404
Shelton, CT 06484

In Person: Monday – Friday, 8:00 am to 5:00 pm at any
of the following offices:

Shelton Office	Oxford Office	Fairfield Office
2 Trap Falls Rd Suite 404	144 Oxford Rd	1275 Post Rd Suite 208
Shelton, CT 06484	Oxford, CT 06478	Fairfield, CT 06824

Via Fax: 203-513-3269

Via E-Mail: nonclinical@vosct.com

If you have any questions, please call Valley Orthopaedic Specialists. Monday – Friday, 8:00am to 5:00pm at 203-734-7900

Who is authorized to sign for release of my health information?

The following people are authorized to sign for release of personal health information:

- The patient
- Parent (if the patient is younger than 18)
- If your child is 18 years of age or older, it is REQUIRED by law that he or she sign an “Authorization for Use and/or Disclosure of Protected Health Information” form allowing release of the medical record, including to release the record to you. *Please note: Parents of patients 18 years old and over are not entitled to any information from the patient’s record unless they have proof of legal guardianship, conservatorship of person or appropriate power of attorney. Staff are unable to discuss the status of a request for records.*
- Legal guardian or conservator of person (proof of guardianship or conservator of person document must be provided)
- Power of Attorney if the patient is unable to sign (legal document must be provided)
- Representative of the estate for deceased patients (copy of the death certificate and a copy of the representative of estate documents must be provided)

How much does it cost to obtain a copy of my health information?

- There is no charge for releasing copies of health information directly to other healthcare providers.
- Patients/parents/guardians will be charged a fee for copies of health information (personal use) at .65 cents per page as allowed by state law.
- To reduce costs, patients should consider requesting specific information rather than a complete record.

When will I receive a copy of the medical record?

Requests are processed within 15 days from the date the request is received. Recipients will be notified if the request cannot be processed within that time frame.

