**INSTRUCTIONS FOR THE RELEASE OF INFORMATION**

* Please be sure to select the correct form.
	+ If you are requesting copies of imaging, labs and/or surgeries/procedures performed at Summit Medical Center, please use the Summit Medical Center Release of Information.
	+ If you are wanting copies of your Pain Clinic records, please use the Summit Medical Pain Clinic Release of Information.
* Please be sure to read the entire release and complete all applicable sections (include what records and dates of service you are requesting).

* Be sure to provide complete information regarding where you would like your records sent (including address, phone and fax if applicable) or complete information regarding who is picking the records up.
* When picking records up we will ask for a valid driver’s license or photo ID to verify identity.
* If you are requesting images, please mark LINK/QR CODE FOR RADIOLOGY IMAGES on the release.
* How to return your ROI:
	+ Via mail: Summit Medical Center, Attn. Medica Record Dept., 6350 E. 2nd St., Casper, Wy. 82609
	+ Via fax: 307-215-0900
	+ Drop it off at Summit Medical Center at the Registration Desk.
	+ **At this time, we are unable to accept ROI forms via email as email may be accessed by someone you do not wish to know about your health information; despite necessary precautions, email may be sent to the wrong address by either party; or email may be intercepted or altered in transmission by a computer hacker or computer virus.**

We look forward to assisting you. Please contact the Medical Records Department at 307-215-0900 with any questions you may have.