



Records Request Policy

We request that parents and patients allow Tenney Pediatrics adequate time in order to correctly process your medical record request. All requests for records require a signed consent form prior to the release of records. Protecting your child's health information is very important to us. **PLEASE ALLOW 5-7 BUSINESS DAYS TO PROCESS YOUR REQUEST.**

Fee Schedule:

- **Immunization/Shot Records :**
 - \$10
- **School/College/Daycare Physical Forms:**
 - \$10 per form
- **Federal Medical Leave Act (FMLA) Request Form:**
 - \$15 per request
- **Medical Records:**
 - \$10 processing charge, plus **\$0.38 cents** per page for additional copies, with the exception of when records are requested by a physician, healthcare facility, or legally approved establishment.
 - For attorneys representing a parent/patient, the State of Missouri handling fee is **\$20.65** then **\$0.49 cents** per page for additional copies . For fees regarding other states, please contact our office for the latest schedule of fees as they change frequently.

FAQ:

Why are my records unavailable?

- **Offsite Storage:** Your records may be stored in our off-site storage facility if the patient has not been seen by Tenney Pediatrics for periods over (2) years. Our on hand charts are minimized periodically and moved to storage. Given 48-hour notice we are able to retrieve these records.
- **Patients Born 1988 or Earlier:** Charts of these patients are usually located in storage
- **Former MMPG Patients:** If the patient has not seen a physician since June 2005, we likely will not have those records in our possession. For patients of MMPG, Iron Mountain Storage may have your records. Parents should contact: MMPG Medical Records at (816)-523-7000, ask for Ms Willie Clark.
- **Patients of Other Doctors:** Some patients of other physicians may not have transferred a medical record when they became patients of Tenney Pediatrics.