

SOUTHERN INDIANA REHAB HOSPITAL GUIDE TO OBTAINING MEDICAL RECORDS

As a patient of Southern Indiana Rehabilitation Hospital you are entitled to one free copy of your medical record under Indiana Law.

Please follow the steps below to obtain copies of you medical records;

1. Complete the authorization form on the reverse side of this guide. Make sure you provide all of the requested information.
2. Sign and date the authorization form.

Note: If the patient is under age 18, the form must be signed by a parent. If the patient is physically or mentally unable to sign, the form must be signed by the legal guardian. Proof of guardianship must be supplied to the hospital. If the patient is deceased, the form must be signed by the next of kin (kinship is determined in the following order: surviving spouse, child of majority age, parent, sibling) Proof if Kinship is required.

3. Mail the authorization form to:

Southern Indiana Rehabilitation Hospital
3104 Blackiston Blvd.
New Albany, IN 47150

4. Please allow 7 days to process the request. The copy will be mailed to you or the designated party. They will not be released at the hospital.
PLEASE DO NOT COME TO THE HOSPITAL TO PICK UP THE RECORDS.
5. If you have questions please call the Health Information Department at 941-6129