

Transfer of Medical Records Information

Datalink will be handling all the transfer of medical records to you or your new provider. They charge \$25 for a complete copy of your medical records that can be emailed via a secure, HIPAA compliant link or put on a CD. Please write, "Mail CD" on the form if that is the format you prefer. However, email is recommended since you can download the file onto your computer and then email, fax or put on a CD/thumb drive for any provider(s). The email link will come from *alan@datalinkits.com* or from *customerservice@datalinkits.com*. The link expires after 7 days. If the link has expired before you can download the file then call Datalink at 888-997-7299, ext. 1, to reissue another link at no additional charge. Complete **Section 3** on page 1 of the form to indicate the recipient of your records-- you or the new provider-- but the charge is still \$25. Please download and print the form below. The turn around time to send out your medical records after Datalink receives your form is about 7-10 days but could be a few days longer if there is a high volume of requests.

- If paying by **credit card**:
 - Enter credit card information on Section 5 of page 2.
 - Fax form to 562-977-3173, or
 - Scan and email completed form to *customerservice@datalinkits.com*

- If paying by **check**:
 - Enter check information on Section 5 of page 2
 - Make check payable to ***Datalink ITS***
 - Mail the form and check to:

Datalink ITS
Attn: RDMG
6285 E. Spring St, #103
Long Beach, CA 90808

Contact Datalink if you have questions by calling **888-997-7299, ext. 1**. Copies of the form will also be available at our office.