

**Medical Records
Sample Letter**

ATTN: Medical Records

Re: State of Ohio v.

Dear Sir/Madam:

Please be advised that _____ is representing _____
_____ in the above referenced matter. The information requested herein is necessary for
a detailed social history to be completed on our client's behalf.

In an effort to properly represent Mr. _____, we are requesting that you provide
us with any and all of his medical records. These records should include, but are not limited to:

- Admission and release dates;
- Presenting problems, diagnoses, treatment plans and attending physicians' names,
referrals, if applicable;
- Prescriptions;
- Testing and test outcomes including: X-rays, psychological evaluations, urine tests, blood
tests, CAT scans, etc.
- Doctor notes and reports
- Nursing notes
- Emergency room records
- Intake and discharge reports
- Any additional records

To assist you in locating these records, Mr. _____'s birth date is _____
_____ and his social security number is _____.

It is our understanding that Mr. _____ was treated in your medical facility _____
_____.

CLIENT NAME

DATE

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In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified. **Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention as soon as possible.

Sincerely,

Enclosure