



# How to Use the Medical Records REQUEST TRACKER

Copies of your medical records are essential to a successful personal injury claim. When you've been injured because of someone else's negligence, your claim for compensation will almost always be handled by the at-fault party's insurance company.

How much your claim is worth depends on the scope of your injuries. It's not enough to send a stack of bills to the insurance adjuster. Medical reports and records are critical evidence you need to link your injuries to the accident, and they justify the extent of your treatments and lost wages.



## Tips for Gathering Medical Records

- Request records for every service, including rescue squad/EMS, emergency room, imaging studies, doctors notes, and physical therapy sessions.
- Get the full name of each doctor and facility that treated you.
- Keep track of every date you received tests or treatment to be sure your request includes all service dates.
- Verify where to send your request. Many doctors and hospitals have a separate medical records department.
- Find out if you must use their HIPAA-compliant form to request records. Otherwise, you can send a formal request letter.
- Keep notes of who you talked to about your records, and keep a copy of your request forms and letter.
- Be prepared to pay a small copy fee for each page of your records.
- Follow up if you have not received your records within 30 days of your request.



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