# Instructions to Receive Clinical Records

Submit requested forms/information to Matt Pavlik (or your counselor) at one of the following:

- Postal mail: 267 Regency Ridge Dr., Dayton, Ohio 45459
- Email: mpavlik@newreflectionscounseling.com
- File Upload: email Matt for instructions

## 1) Complete Request for Clinical Records

http://www.newreflectionscounseling.com/public/RequestForClinicalRecords.pdf

## 2) Choose How You Want to Receive Records

| Supplies/Labor | Maximum cost (subject to change depending on codes.ohio.gov/orc/3701.741) |
| --- | --- |
| Pages 1-10 | $2.74/page |
| Pages 11-50 | $0.57/page |
| Pages 51+ | $0.23/page |

Total cost will be the actual cost of paper copies (approximately $0.20/copy), packaging ($varies depending upon size of records), labor to copy, scan, package, transmit (at $12/hour), and transmission (postage). Double-sided pages count as 2 pages. Electronic storage for delivery in person or postal mail requires purchasing the hardware, and therefore extra processing and cost. If records require redaction, labor costs will be higher. If the request is made other than by the client or the client's personal representative, there is an additional cost for records search.

**Choose one medium:**

☐ Paper          ☐ Electronic (scanned to PDF)

☐

**Choose one delivery method:**

☐ Pickup in Person at 267 Regency Ridge Dr., Dayton, Ohio 45459 (* very secure, not expensive)
  If checked, provide possible meeting times (subject to mutual agreement):
  For paper copies, indicate how you want your records to be packaged.
  ☐ Provide your own packaging (box, envelope)
  ☐ Packaging will be provided for you (at your expense)

☐ Postal Mail - USPS (moderately secure, more expensive the larger the records)
  If checked, provide postal address:
  Indicate if you want to pay more for a tracking number:
  ☐ Use non-tracked method (less expensive)
  ☐ Use a tracking number (more expensive)

☐ File Download (moderately secure, not expensive)
  If checked, provide phone number or email address to receive instructions:

☐ Email (not secure, not expensive)
  If checked, provide email address:

* In person is recommended because it is the most secure; use other options at your own risk.

## 3) Complete Release of Confidential Information

http://www.newreflectionscounseling.com/public/ConsentForReleasingInformation.pdf

## 4) Provide Picture ID (current copy of valid Driver's License or State ID)

## 5) Provide Payment (cash, money order, or credit card)

## 6) Receive Records by Chosen Method