

King City Medical Associates

Family Practice

Box 370 (20 Doctor's Lane)
King City, Ontario, L7B 1A6
(905) 833-5381 Ext #5, (905) 833-5649 (Fax)
July 13, 2012

To: (patient name)

Re: **your request for transfer of medical summary to your new physician** (Dr. xxxxx) received on (date xxx).

Our office offers 2 choices for patient chart transfers:

- 1) **Single page summary if applicable** – transmitted by fax to your new physician (**no charge**), only current information will be sent
- 2) **Comprehensive transfer of reports** (since 2008) to include – consultations (specialists progress notes), lab tests, investigations (colonoscopies etc), Xrays (diagnostic imaging), miscellaneous reports + the single page summary (**\$40 charge**).

Please be sure to contact us – within 14 days - to indicate your choice. If we don't hear from you, we will then send the single page summary and consider this request completed.

It is a standard to charge for our effort to reproduce parts of your chart to send to your new physician. We keep the original file, as per guidelines set forth by the College of Physicians and Surgeons of Ontario. The fee of \$40 includes a base fee of \$30.00 plus a fee of \$10 for the flash drive and mailing. The flash drive / memory stick allows us to create digital files to transfer information to your new physician. We will be forwarding the flash drive to your new physician once completed.

As of May 2012, we are starting to transfer files electronically. We do this for your benefit, and also to benefit your new physician. The information transferred to your new physician is password protected. This prevents any breach of your privacy. Almost all Ontario physicians use computers, and a large number of family physicians now use Electronic Medical Records (EMR). The files your new physician will receive can be imported into your new physician's EMR (if they are using one). Also we have taken the time to create separate electronic files for the categories that your new physician is most likely interested in receiving. The files transferred can be read on either a Windows or Apple Mac computer (all that is needed is Adobe Acrobat Reader – which is a free program).

We feel that our fees are very reasonable. We will send you the password for your protected files (to give to your new physician) on receipt of your payment of \$40.

Yours truly,

Dr. Randy Leifer
Dr. Stephen Pearl
Dr. Paul Randall

Receptionist please obtain (if possible)

Name of new MD

Fax # for new MD

Sign release for records

Payment if choice is for complete records (i.e. if patient records have information)