



ROBERT G. HOOPER, M.D.  
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SOUTHWEST CHEST CONSULTANTS, P.C.

THE SLEEP CENTER, P.C.

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## RECORDS -

Copies of your records can be obtained through the office until our closure on January 16, 2018. Following that time, records will be available through Data Storage Centers.

**Records from the office** - (Until 16 January 2018). There are several methods for you to receive your records. Unfortunately, there will be a charge to cover our cost for some of these methods. Our files are kept as "PDF" formatted documents on our computers and will be in that form on electronic copies.

A release of information form will be needed to obtain a copy of your records. The form is included with this letter or can be downloaded from our web site, [www.thesleepcenteraz.com](http://www.thesleepcenteraz.com).

### Methods

1. Electronic copies via Secure email  
No charge for Electronic copies via secure email
2. Electronic copies on a memory stick  
No charge for memory stick picked up at the office  
A charge of \$8.00 for memory stick mailed to you
3. Electronic copies on a CD disc  
No charge for CD disc picked up at the office  
A charge of \$8.00 for CD disc mailed to you
4. Paper copies of records.  
\$20.00 charge for paper records picked up at office  
\$30.00 charge for printing and mailing of paper records

**Records request after 16 January 2018** Copies of my records of your care will be on file with **DATA STORAGE CENTERS**. To obtain copies from them please call 602-273-3045 or email them at [info@azdatastorage.com](mailto:info@azdatastorage.com)



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FAX: 480-657-0737

### Authorization For Release Of Records

I, \_\_\_\_\_ Date of Birth \_\_\_\_\_

authorize Robert G. Hooper/The Sleep Center to release my medical records to:  MYSELF

This authorization is for release of records of my care and treatment as requested below.

REQUEST THE FOLLOWING RECORDS:  ALL RECORDS

DATE REQUESTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PATIENT OR LEGAL GUARDIAN / REPRESENTATIVE

PRINT NAME: \_\_\_\_\_

**Attach copy of photo I.D.**

For internal use only:

Person releasing records: \_\_\_\_\_

Date released: \_\_\_\_\_