



Authorization to Release Medical Records from the Practice of Dr. Kent Bauman

Only one form is needed for your family. This form authorizes RSRS to release a copy of your digitized medical record(s) to yourself, to **Dr. Abdul Shakoor Mughal** or to another doctor of your choosing. Your medical record is critical for continuity of care and tracks history including: medications, vaccinations, surgeries, bloodwork, ECGs and various treatments. Please fill in the information below for each family member whose record was with **Dr. Kent Bauman** and carefully follow the instructions for each section. Start by completing sections A through C below and then turn to page 2 and complete sections D through H.
*If you prefer to complete our **online form instead**, visit www.recordsolutions.ca/DrBauman*

By completing and signing this form, each patient/authorized representative, confirms his/her right to authorize the release of the medical record as instructed. I/We confirm that RSRS, in releasing this information, is exercising good faith and reasonable action, given its powers and duties in accordance with the Personal Health Information Protection Act (PHIPA 2004, c.3, Sched. A, s. 71 (1)).

Please return both sides of this completed form using any method below.

Email: medicalrecords@rsrs.com **Fax:** 1 (877) 398-5932 **Mail:** Dr. Bauman c/o RSRS 111 St. Regis Cres. S., Toronto, ON M3J

Section A – I want to order my own medical record 1Y6 (Please print except for Signature)

First Name: _____ **Last Name:** _____ **Sex:** ☐ Male ☐ Female

Maiden/Other Name(s): _____ **Health Number:** _____

Email: _____

Date of Birth (MM/DD/YYYY): _____ **Signature:** _____

Section B – I want to order medical record(s) of other family members (Copy this page if there are more than 5 family members.)

Record #2 (Patient signature required for ages 16 and over)

First Name: _____ **Last Name:** _____ **Sex:** ☐ Male ☐ Female

Maiden/Other Name(s): _____ **Health Number:** _____

Email: _____

Date of Birth (MM/DD/YYYY): _____ **Signature:** _____

Record #3

First Name: _____ **Last Name:** _____ **Sex:** ☐ Male ☐ Female

Maiden/Other Name(s): _____ **Health Number:** _____

Email: _____

Date of Birth (MM/DD/YYYY): _____ **Signature:** _____

Record #4

First Name: _____ **Last Name:** _____ **Sex:** ☐ Male ☐ Female

Maiden/Other Name(s): _____ **Health Number:** _____

Email: _____

Date of Birth (MM/DD/YYYY): _____ **Signature:** _____

Record #5

First Name: _____ **Last Name:** _____ **Sex:** ☐ Male ☐ Female

Maiden/Other Name(s): _____ **Health Number:** _____

Email: _____

Date of Birth (MM/DD/YYYY): _____ **Signature:** _____

Section C – Who would you like us to send certified copies of your family's medical records to?

Dr. Mughal only

Record will be sent directly to Dr. Mughal. Download fee applies. Proceed to Section F

Dr. Mughal & You

If you are getting a copy for yourself, we can send a digital copy to Dr. Mughal at no extra cost. Proceed to Section D.

You Only

Record will be sent directly to you. We strongly recommend this option if you wish to take your record to another doctor. Proceed to Section D

Another Doctor

If you want a USB or Paper Copy sent directly to another doctor. Proceed to section D.

Section D – If you are receiving a copy for yourself and/or family members, how would you like to receive it?

- ☐ **Option 1 - Secure download of PDF format digital copy** (Note: add email addresses for each patient in Section B)
 - ☐ **Option 2 - Mail USB drive to me** *\$20+HST for the 1st & \$10+HST per additional patient, has been pre-applied to the pricing in Section F
 - ☐ **Option 3 - Mail paper to me** *\$30+HST per patient has been pre-applied to the pricing in Section F
- [All shipping and administration fees are included in the Fee Calculation Chart below.]

Section E– If you chose to receive a USB or Paper copy, please provide the mailing address. Please attach another page if shipping information for other family members is different

Mr. / Mrs. / Ms. / Dr.
First Name: _____ **Last Name:** _____

Street Address: _____ **Apt #:** _____

City/Town.: _____ **Prov.:** _____ **Postal Code:** _____

Section F - Please refer to the Fee Chart below for the total amount payable for the preparation and delivery of your medical record(s). The fee per record is \$98.50 + 13% HST. The chart shows the final fees payable including HST and discounts.

Fee Schedule (HST is included in each case. Delivery to Dr. Mughal is included with USB and Paper fees, if that scenario applies to you)

Number of Records	Direct Download to Dr. Mughal and/or self.	USB Delivery	Paper Delivery	
1	\$111.31	\$133.91	\$145.21	This fee will cover the cost of production of your most current volume. If you require your full medical record from Dr. Bauman beyond that, please contact RSRS as additional fees may apply. A \$10/patient discount has been pre-applied if you are ordering records for 4 or more patients. Please contact RSRS at 1-888-563-3732: • If you are ordering records for more than 5 family members. • If you would like to order multiple copies of a USB or Paper record. • If you would like to order records with multiple formats • If your preference is not covered by this form. Payment Amount: \$ _____
2	\$222.61	\$256.51	\$290.41	
3	\$333.92	\$379.12	\$435.62	
4	\$400.02	\$456.52	\$535.62	
5	\$500.03	\$567.83	\$669.53	

Section G – Payment Information

To Pay by Cheque or Money Order: Make cheque payable to: **RSRS** and mail cheque with this form in the enclosed envelope, addressed to: RSRS, 111 St. Regis Cres. S., Toronto, ON M3J 1Y6 (There is a \$25 charge for returned cheques)

☐ Visa ☐ MasterCard ☐ Amex ☐ Visa Debit **Credit Card Number:** _____

Name on Card: _____ **Expiry Date:** _____ ☐ Billing Address is the same as Section E

Cardholder's Signature: _____

Billing Street Address: _____ **Apt #:** _____

(Please complete only if billing address is different than in Section E)

City/Town.: _____ **Prov.:** _____ **Postal Code:** _____

Section H - Main Contact Information | am signing on behalf of (check all that apply) ☐ **Myself** ☐ **Child(ren)** ☐ **Dependent Adult(s)**

First Name: _____ **Last Name:** _____

Address): _____ **Apt #:** _____

City/Town.: _____ **Prov.:** _____ **Postal Code:** _____

Email Address: _____ **Date (MM/DD/YYYY):** _____

Preferred Phone Number: _____ **Signature:** _____

RSRS- Record Storage & Retrieval Services Inc. is a physician-managed medical records facility. RSRS provides secure patient record retention services to Canadian physicians and also assists patients and authorized requesters in obtaining certified record transfers and copies. For record copy requests, please be patient as the fulfillment of record copies is dependent on date of practice closure, delivery of records to RSRS, processing of record copies or scans and then delivery to the requester. The timing can greatly vary from a few weeks to a few months.

Personal Information usage: By signing this agreement, the requester consents to RSRS's collection and use of personal information for purposes of confirming the identity of the requester, fulfillment of the record request and ongoing administration where necessary. RSRS will not ever disclose any patient information to a third party, unless specifically first disclosed to and agreed to by the patient or unless under court order to do so.

By signing this agreement and providing your email address above, you are also agreeing to receive The Health Insider – a bi-weekly email containing health resources and news items of interest to Canadian patients in the management of their health care. There is no additional cost to you for this service and you may unsubscribe to this at any time. This agreement shall be construed according to the laws of the province of Ontario Canada.

Copyright © 2024 - RSRS - Record Storage & Retrieval Services Inc.