

Request for Records Policy- Garrett Counseling

State of Alabama - [Section 12-21-6.1 Alabama Code Reproduction](#)

The reasonable costs of reproducing copies of written or typed documents, or reports:

- One dollar (\$1) for each page of the first 25 pages
- Not more than 50 cents (\$.50) for each page in excess of 25 pages (even if on disk)
- A search fee of five dollars (\$5)
- Administrative fees - includes Additional cost for mailing/faxing (\$40.00)

You must make your request in writing with the following information. Payment must be received before records can be released. Please allow two weeks for processing. Our office will contact you to notify you of cost for records. If you need your records released to another counselor; please complete the additional release form included and return to:

Garrett Counseling & Consulting ATTN: Records Department
PO BOX 1162 Jacksonville, AL 36265

Today's Date: _____

Client Name: _____

Client DOB: _____

Person Requesting Records: _____

Relation to Client: _____

Mail Records to: _____

Phone: _____

Check what you are requesting:

- Entire file (including demographic forms, releases, HIPAA documents you signed)
- Only Treatment Notes
- Only Treatment Summary (goals and summary of service)

Enclosed: Additional Release for another practitioner (complete and return if releasing to another counselor)

OFFICE USE ONLY:

Cost for Records Requested: _____ Date Payment Received: _____ Date Mailed: _____