



Dear Patient,

We have received your request to have your chart transferred to another Doctor. In order to recover our costs for this service, we charge a fee for each chart as indicated by the enclosed invoice.

Payment can be made by Visa, MasterCard, Interac, or cheque at any of our Appletree Medical Centres. You can also mail cheques to our Head Office. If you choose this option, please ensure that your cheque is made payable to:

Appletree Medical Group Inc.
Mailing address:
1902 Robertson Rd, Suite 206
Ottawa, ON K2H 5B8

We also offer a payment method by which you can fill out the bottom portion of this letter with your credit card information. You can then fax it to our Head Office at (613) 604-0277.

Upon receipt of payment, we will begin the process of retrieving your medical chart(s) from our storage facilities or our Appletree Medical Centre(s), making appropriate copies, and forwarding an electronic copy (PDF) via USB to your new Physician.

Please check ONE box:

- I only want the records available via Appletree EMR—*Electronic Medical Records* (from 2007 onward) (30-day approximate turnaround time)
- I want ALL my records, including paper records (60-day approximate turnaround time) – includes records before 2007, if applicable

If no boxes are checked, we will process your request in approximately 60 days. By default, only Appletree EMR records will be released.

If you only wish to obtain EMR records, subsequent requests for paper records will be processed as new requests.

Thank you for your co-operation.

Sincerely,
Appletree Medical Group Inc.

Visa/MasterCard Information

Cardholder's Name (please print) _____

Patient's Name _____

Patient's Health Card Number _____

Credit Card Number _____

Expiry Date: _____ **Invoice Total** _____

Cardholder's Signature _____