It is the policy of Cambridge Pediatrics to complete all HIPAA compliant medical record requests in a timely manner. Once a request has been received by our office, it is forwarded to our medical records custodian. The custodian will review the request and determine what records are needed. The custodian will then type the invoice and mail to the parent/legal guardian at the current address that we have on file for them. Maryland State rates apply for the charge for copying medical records. Once payment is received, the records will then be printed and mailed to the address designated on the completed medical record request form. The process normally takes 10-14 days but may take longer if the provider has not completed/locked a requested encounter or if pending results for tests have not come in yet. The records can be provided in electronic format via secure email if requested however this may necessitate the transmittal of several batches if the file is too large.

Should the request we receive not be in HIPAA compliant form, we will forward a copy of our HIPAA compliant form to the requestor. This will result in a delay for processing. Any questions or concerns regarding the copying of medical records should be addressed to:

Custodian of Medical Records

Cambridge Pediatrics, LLC

3500 Old Washington, Md. 20602

Or emailed to medicalrecords@ cambridgepeds.com