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### Medical Record Request Information

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- Medical Record Requests are for the Janzen's Travel Health and Vaccination Clinics exclusively. The Public Walk-In Clinics located within Janzen's Pharmacy locations are independently run medical practices and we do not have access to their records.
- You must fully complete the information below for a record request to be acted on.
- You will receive notice when your records are ready to be picked up from requested Janzen's location
- Medical records are maintained for 10 years from the patient's last visit, or 10 years from when a client would turn 18 years of age if the last visit was prior to that date.
- Records will be provided within 30 days from the receipt of a signed record request. If sent electronically via email or fax, this date will be considered from the date of transmission, not the date signed below.
- **Fees apply for record requests:**
  - Transmission to Other Healthcare Providers or Full Record Copies:
    - 1-20 pages \$35.00
    - Each additional page \$0.30/page
    - Nurse Practitioner Review of Documentation (When Applicable) \$55.00 /hr
    - Duplicates of Immunization Records or Tuberculin Skin Tests \$15.00
    - Certifications of Illness ('Sick Notes') \$15.00
  - Fees are payable on pick-up of copies or prior to transmission via email or fax.
  - HST will be added to the cost of administrative services

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## Medical Record Request

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<b>Name</b>	
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<b>Date of Birth</b>	
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<b>Health Card #</b>	
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<b>Address</b>	
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<b>Phone Number</b>	
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<b>Email Address</b>	
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### **What records are you requesting?**

- Full Comprehensive Records
- Immunization Record
- Tuberculin Skin Test
- Certificates of Illness
- Other

### **Where were you seen?**

- Janzen's Bay & Algoma
- Janzen's Northwood Park
- Janzen's Westfort Village
- Janzen's Lillie Street
- Janzen's Current River
- Janzen's Medical Center

### **Estimated Date(s) of Visits?**

I have read the *Medical Information Request Information* form and would like to submit a request for record transmission or photocopies

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Signature

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Date