

ATTENTION

BAYLOR SCOTT & WHITE Carrollton

PATIENTS

Vital Chart Records is an authorized representative of Baylor Scott & White Carrollton processing their patient's requests for medical records. We are sensitive to the recent announcement at Baylor Scott & White Carrollton and will accommodate your needs in regards to your medical records.

PLEASE KEEP IN MIND that if you wish to have your continuing care within the Baylor Scott & White Healthcare system, there is **NO** action needed on your part relative to requesting a copy of your medical record. Baylor Scott & White caregivers will have access to your historical medical record from Baylor Scott & White Carrollton.

If you would like an abstract of your medical record, (this will be provided to you at no charge. An abstract consists of the primary parts of your medical record: Discharge Summary, Emergency Physician document, History & Physical, Procedure Reports, Consultations, and Test Results. The attached consent form will need to be fully completed by you. Send that as well as your identification to have your records processed

If you desire a copy that includes every page of your medical record, a small fee of \$14.85 is assessed for supplies and processing. The attached consent form will need to be fully completed by you and sent along with your identification. Payment for a complete copy of your record must be received along with the Credit Card Authorization.

Completed Consent form may be:

Faxed: 972-394-2351

Emailed: [use link in current posted letter](#)

Mail: VitalChart 120 South Briery Rd. Irving, TX 75060

If you should have any additional questions, please call Vital Chart Records at 972-394-2272.