



Mail Completed Authorization Forms to:

**Mount Sinai West
Health Information Management
Release of Information Unit
1000 Tenth Avenue
New York, New York 10019
Lower Level Winston Building Room: LLG 14**

1. All authorizations must be fully completed
2. Along with the authorization please include a copy a state issued ID (Driver's License; Non-Driver's License and or passport)
3. Requests for a minor should include a copy of the minor's birth certificate as well as a photo ID for the requestor
4. Requests that are not signed by the patient should be completed and provided along with a power of attorney; a health care proxy and or a letter of administration. An ID is also needed from the requestor

Requests take 7-10 business days to be completed; please allow 7-10 business days before checking status of your submitted request. There is a \$0.12 per page charge for processing requests; Requests for Health Care facilities are free of charge

The Release of Information unit can be reached at the following numbers:

- Tel: 212-523-7116;
- Tel: 212-523-6623;
- Tel: 212-523-6627
- Fax number : 212-523-8035