

Taichung Armed Forces General Hospital

國軍臺中總醫院

Please fill in the fields marked with *

Patient Name		Medical Record No.			ID No.		
*					*		
* Address	_____County/City_____Village/Town/District_____Community/Village						
	Neighborhood						
	_____Street_____Segment_____Lane_____Alley_____No._____Floor_____						
Applicant Name		Relationship to Patient			Relationship to Patient		
*		*					
* Contact Number	Daytime () Nighttime () Mobile Number:			Purpose of Request	*		
Contents Requested	Out-patient	Inpatient	Quantity	Contents Requested	Out-patient	Inpatient	Quantity
Discharge summary				Nuclear medicine exam			
Blood test report				ECG/Cardiac catheterization report			
Urinalysis report				Pulmonary function			
Pathology report				Electromyography			
Imaging report (X-ray, CT, MRI, mammography)				Sonography (abdomen, breasts, kidneys, heart)			
ENT (PTA, ABR)				Surgical record			
Endoscopy				Emergency record			
Medical record				Other (please specify)			
Note		Collection date: YYYY MM DD hh					

1. The patient must present the original ID card to apply in person.
2. If the patient is unable to apply in person, a legal representative, spouse, or relative may apply on his/her behalf, who must present both parties' ID cards (or household registration) and a power of attorney signed by the patient (which should specify the purpose and scope of the delegation).
3. If the applicant is a minor, in critical coma, or has a mental disability, a direct family member or legal representative may apply on his/her behalf with his/her own ID card or household registration, along with a completed and signed application form for a copy of medical record.
4. To apply for records of the deceased, please bring the inheritor's original ID card, proof of relationship to the patient, and a certificate of the patient's removal from the household registration (such as household registration, a household registration transcript, or a death certificate).
5. Charges: Basic fee: 200 NT dollars (for up to 10 pages).
Additional pages: 5 NT dollars per page (starting from the 11th page).
Color copies: Basic fee of 200 NT dollars (for 1 page), and 50 NT dollars for each additional page. Chinese medical record summary: 650 NT dollars.
6. If the patient applies for both black-and-white and color copies of the medical records, the fee will be the basic charge of black-and-white copies of 200 NT dollars (for up to 10 pages) plus 5 NT dollars for each additional page starting from the 11th page and an additional 50 NT dollars for each color page. The Chinese medical record summary: 650 NT dollars.
7. Collection time: Test (examination) reports will be available on the same day.
For outpatient, emergency, and inpatient medical records, and English medical record summaries: available within three working days not counting the day of application. Chinese medical record summaries: available to the patient within fourteen working days. Medical Records Room Seal:

1. Application for Medical Records Copy * YYYY MM DD hh

Receptionist: _____ **Signature/seal of doctor:** _____ **Signature/seal of applicant *** _____

Reviewed and approved by the Medical Records Management Committee on April 21, 2015 Note: For applications of outpatient, emergency, and inpatient medical records, and Chinese/English medical record summaries, the doctor's signature and seal are required.