



**RECORD COPY SERVICES**

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## **RECORD COPY SERVICES REQUEST FORMS FOR ADOBE® ACROBAT®**

### **DESCRIPTION**

The PDF versions of our forms are for use with ADOBE® ACROBAT®.

'RCSRecordRequest.pdf' is our Multi Record Request.

'RCSCopyRequest.pdf' is our Request For Copying/Printing.

'AuthHIPAA.pdf' is a HIPAA-type Authorization To Copy Medical Records.

### **DOWNLOADING**

After selecting a form on our Downloads page you can choose:

- "Open" to launch your PDF program and load the form for immediate use.
- "Save" to download the file to your computer.

### **OPERATION**

Load the form using the File/Open command. When the file is opened you should see a representation of our request form on the screen. Each form was created using form "fields". You can move from field to field within the form using the Tab key or the mouse.

Note: Emailing is not "built in" to the form. If your system has emailing capabilities, you may be able to select "File", then "Attach to Email..." from your program menu to launch your email system. For further help with email, please consult your IT personnel, as we would be unfamiliar with your systems.