

Checklist

Application for Release of Medical Records and Medical Billing Records

Filing Fee

\$25.00 (Includes 2 certified copies of Entry)

Requirements

This proceeding may be used as a preliminary step to gather information to evaluate potential wrongful death, personal injury, or a survivorship action. Only a person with priority to serve as an Administrator under R.C. §2113.06, or nominated to serve as Executor in the decedent's Last Will and Testament, may make application.

This action may be commenced any time after the decedent's death, prior to the filing of any release of estate from administration, or filing of a full administration estate.

For more detail on these requirements, see R.C. §2113.032.

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Required filings

- Application to Release Medical Records and Medical Billing Records (Form 29.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
 - If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file GC Form 100.2-C – Affidavit of Whereabouts Unknown
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Notice of Application to Release Medical Records and Medical Billing Records (Form 29.3)
- Waiver of Notice/Consent [to Application to Release Medical Records and Medical Billing Records] (Form 29.4) *if applicable*
- Entry Authorizing Release of Medical Records and Medical Billing Records (Form 29.1)
- Photocopy of the death certificate – with the social security number marked out
- Original Last Will and Testament *If applicable*
 - This can be filed for record only.

Later Filings:

- Report on Receipt of Medical Records and Medical Billing Records (Form 29.2)
 - Due one year from the date of the Entry Authorizing Release of Medical Records and Medical Billing Records being approved