

Medical Records Request Sizes

Request letters and forms such as medical records requests are formal documents that are used on various occasions and for different purposes. With that being said, there are different kinds of standard medical records request sizes used to properly create and complete this document.



Medical Records Request Standard Sizes

Letter Size

Business and academic documents, including a medical record request, require standard sizes such as Letter paper size. Its given measurements are 8.5 × 11 inches or 216 × 279 mm making it ideal for writing lengthy letters or forms.

Legal Size

Another formal way of writing down a medical record request is by using Legal paper size to ensure you've got every information covered. It has a dimension of 8.5 × 14 or 216 × 356 mm.

A4 Size

A4 size papers are widely used for authorization and complaint letters and of course medical record request letters/forms as well. This particular paper/page size measures 8.3 × 11.7 inches or 210 × 297 mm which makes it ideal for documents.

Medical Records Request Sizes for Print

A number of healthcare practitioners and offices still require printed request letter copies. Should you be required to print a copy of a medical records request, standard paper sizes such as Letter, Legal and A4 are to be used. Not only is this formal but it is ideal because its dimension enables requesters to incorporate all the needed information into the document.

Medical Records Request Sizes for Print		TEMPLATE.NET
TYPE OF PAPER	SIZE(in)	SIZE(mm)
Letter Size	8.5" × 11"	216 × 279 mm
Legal Size	8.5" × 14"	216 × 356 mm
A4 Size	8.3" × 11.7"	210 × 297 mm

Medical Records Request Sizes for MS Word

MS Word is a frequently used word processor because it is ideal for creating different documents. By default MS Word paper size is set at Letter format or 8.5 × 11 inches. However, should the doctor or hospital require more patient information or have their own standard paper sizes, then it is possible to customize the paper size by clicking on the Page Layout button of the application and from there, selecting your preferred size.

Medical Records Request Sizes for MS Word

TEMPLATE.NET

Letter Size

PATIENT'S INFORMATION	
Name of Patient:	JL BROWN 2009
Sex:	Female
Date of Birth:	JUN 28 1959
SSN/ID Number:	222 204 7172
State/County Number:	0120 465 75
Address:	2421 Foxglove Dr., Foxcroft, PA 17001

MEDICAL RECORDS REFERENCE	
Request Date:	May 01 2020
Medical Record Number:	127564537

8.5 inches

11 inches

Medical Records Request Sizes for Apple Pages

Apple users can make use of Apple Pages, a word processor that is made available on Apple devices. To make sure you are able to access your medical records, it is imperative to create medical records letter by using the standard sizes of Letter, Legal and A4. To further customize the paper or page size in case you need the files online, you have the option to adjust the size by tapping an option on the Paper Size and then choosing your preferred option or manually adjusting the margins.

Medical Records Request Sizes for Apple Pages T **TEMPLATE.NET**

US Letter Size
11 inches
8.5 inches

Legal Size
14 inches
8.5 inches

A4 Size
11.7 inches
8.3 inches

The diagram illustrates three medical records request form templates for Apple Pages. Each template is shown within a blue border representing the page size. The US Letter Size template is 11 inches high and 8.5 inches wide. The Legal Size template is 14 inches high and 8.5 inches wide. The A4 Size template is 11.7 inches high and 8.3 inches wide. Each form includes a header with the text 'PERMOYANGAN MEDICAL RECORDS REQUEST' and a form with fields for patient information and a request section.

Medical Records Request Sizes for Google Docs

Google Docs may be more or less like any other word processor application as long as you have a Google account, yet can you can create, save and edit text documents online. So, to create a blank medical record request form or letter, by default its paper size is set in Letter format which measures 8.5 × 11 inches or 216 × 279 mm. However, it is still possible to change the paper size by simply clicking on Page Set Up and from there you are given different options.

Medical Records Request **TEMPLATE.NET**

Letter Size

PENNSYLVANIA MEDICAL RECORDS REQUEST

PATIENT'S INFORMATION

Name of Patient:	Ji Kenna Dull
Sex:	Female
Date of Birth:	July 23, 2003
Contact Number:	222-553-7777
State Security Number:	5-10-419-29
Address:	2472 Shuman Avenue, York, Pennsylvania 17411

MEDICAL RECORDS REQUEST FORM

Request Date:	June 16, 2020
Requester Name:	ADRIAN LEE

8.5 inches
216 mm

11 inches
279 mm

Medical Records Request Sizes FAQs

What are the components of the Medical Records Request?

The main components of a Medical Records Request are the patient's personal information, details of the addressee, the reason for the request, and the date.

What format are medical records?

Medical records are available in the following formats such as electronic, PDF, or digital images, or in a written format created in word processors such as MS Word, Apple Pages, Google Docs, and many others.

Who can get access to a deceased patient's records?

A legal representative of the deceased can gain access to the patient's record provided they have the documentation to present their claims as per policy.

How many pages is the average medical record?

Now, this would actually depend on the patient but on average it could be anywhere from 1 to 60 pages, or even more.

Does one size fit all electronic medical records?

It depends on the compatibility of the database system.

Who ultimately decides whether a medical record can be released?

It is one of the main obligations of the physician or the hospital to double-check all requirements including the request letter if they should release the medical records or not.

What to say when asking for medical records?

When writing the letter or filling up the form, you must be able to frankly inform the physician or health institution your reason to access your medical record, or why someone other than you needs to secure the document.

How do I create a medical record request letter?

Before you create a medical record request letter, you should check if you need to follow a format when preparing the letter, if not you can simply write down the essential parts of the letter such as to whom it shall be addressed, the patient's personal data and the reason why you need to obtain the records.

What are the legal concerns of electronic medical records?

There are several legal concerns when it comes to keeping and distributing electronic medical records such as it is prone to illegal tampering, and hacking which can result in identity theft, blackmail, or total loss of the medical records data.

What is a good reason to request medical records?

Everyone has their own reason as to why they need a copy of their medical records, perhaps an employee needs to for employment or business, or for peace of mind, reassurance, second opinions, compensation, legal investigations or to simply keep one as a personal file.