



Bucyrus, Galion, and Ontario Hospitals
269 Portland Way South
Galion, Ohio 44833

RE: Deceased Patient Medical Record Requests

To obtain a deceased patient's medical records, you will need:

1. Executor of Estate proof
 - a. If this does not exist, the attached affidavit must be completed, sworn, and notarized along with a copy of the death certificate.
2. **AND** a completed Authorization to Release Medical Information form.

Submit the above documents to Medical Records in person at the following locations:

Bucyrus Community Hospital
Galion Community Hospital
Avita Ontario SOUTH CAMPUS Building

OR via mail:

Medical Records Manager
Avita Health System
269 Portland Way South
Galion, Ohio 44833

Please call 419-468-0533 with questions.

Regards,

Release of Information
Medical Records Department



Bucyrus, Galion, and Ontario Hospitals
269 Portland Way South
Galion, Ohio 44833

Affidavit for Release of Medical Records

Patient Name: _____

Date of Birth: _____

SSN: _____

Deceased Date: _____

Today's Date: _____

Dear Avita Health System:

As authorized by Ohio Revised Code 3701.74, I am requesting copies of medical records and am providing the following information to comply with your requirements:

- There are no other relatives that are rightful heirs to the information.
- No estate exists and I have attempted but was unable to obtain a release from probate court.
- I will provide picture identification upon request and at the time of delivery.

Signature of Requestor

Relationship to Decedent

Sworn to and subscribed in my presence this _____ day of _____,
20____.

Notary Public