

INSTRUCTIONS
APPLICATION TO RELEASE MEDICAL RECORDS
(R.C. 2112.032)

Requirements

All forms should be typed and completed in their entirety. Unless all next of kin have signed the Waiver/Consent, the Application will be set for hearing.

It is the Applicant's responsibility to send Notice of Application to Release Medical Records form 29.3 by certified mail with return receipt requested to those parties who have not waived/consented. All necessary Waiver/Consents or Proof of Notice, consisting of a copy of the notice sent with the signed receipt card from the post office attached, should be filed prior to the hearing.

After the Court issues an Entry Releasing Medical Records, the Applicant must file a Report of Receipt of Medical Records within 60 days.

Once the Report has been filed and all Court costs have been paid, the case will be closed.

Initial Filing

- ☐ Copy of Death Certificate
- ☐ Surviving Spouse, Children, Next of Kin, Legatees & Devisees (form 1.0)
- ☐ Application to Release Medical Records and Medical Billing Records (form 29.0)
- ☐ Entry Authorizing Release of Medical Records (form 29.1)
- ☐ Report of Receipt of Medical Records (form 29.2)
- ☐ Waiver of Notice/Consent form (form 29.4)
- ☐ Notice of Application to Release Medical Records (form 29.3) if applicable