

How to request for Medical Records

Reg. No: _____

Name: _____

D.O.B: _____

Class: *Out-patient / ER visitor (*Please circle your class)

Applicant: *Patient / Legal representatives / Other _____ (*Please circle which applicant you are)

☒ Required documents – Under Korean Medical law, articles 13 to paragraph 2

Please tick the box below where applicable

- ☐ Patient's photo ID (copy)
- ☐ Applicant's photo ID
- ☐ **Consent form** with the patient's signature
- ☐ **Power of attorney form** with the patient's signature
- ☐ Family reg. or certificate that proves the relations between the patient and applicant
- ☐ Death certificate & family reg. certificate that proves the relations between the patient and the applicant
- ☐ Medical certificate that proves the patient cannot sign on the consent form due to unconsciousness or severe diseases
- ☐ Certificate or the court's decision that proves the patient's missing
- ☐ Medical certificate that proves the patient cannot sign on the consent form due to mental illness
- ☐ A legal representative's consent form with signature
- ☐ Power of attorney from a legal representative with signature

☒ Working hours

Weekdays : 08:30 – 18:00

Saturday : 08:30 – 13:00

(Saturday : Only West Bldg. medical record center is open.)

[For ER, requesting medical records are only available during weekdays between 09:00-17:00]

☒ Fee

Medical records : 200 won per page

CD : 18,000 won per CD

- ☒ Between 11:00-14:00 during weekdays is the busiest time.
So for inpatients, please avoid this time if this is avoidable.

Maps of Medical Record Centers

B1 floor, West Bldg.

West Bldg. Elevator

Staff Cafeteria

Medical
Information
MGT Team

Medical
Records
Center

West Building
B1 floor

1st Floor, East Bldg.

Medical
Records
Center

Heart
Center

Info.
Desk

Cardiology
Cardiac Surgery
Vascular Surgery

East Building Main Gate

