

Request for Clinical Documentation

What Can Be Requested

The Clinical Documentation that may be requested is as follows:

- True Copy of the Medical Record relating to hospitalisation (Duplicate of the Medical Record):
 - Uncertified Copy
 - Certified Copy (by signature of the Medical Director affixed to every page)
- True Copy of the Clinical Documentation relating to outpatient services:
 - Outpatient Surgery
 - Outpatient Chemotherapy Treatment
 - Outpatient Radiotherapy Treatment
- True copy of the Paper Report relating to the following outpatient services:
 - Diagnostic Test (Mammography, Ultrasound, ...)
 - Histological Examination, Cytological Examination
 - Laboratory Tests and HPV Tests
 - Specialist Examination
- True copy of the following Diagnostic Images:
 - Mammography
 - Ultrasound
 - CT
 - Magnetic Resonance Imaging (MRI)
 - X-ray
 - PET
 - Scintigraphy

Who can request the Clinical Documentation

On the basis of current regulations the following people can request the clinical documentation:

- Holder of the documentation, of legal age or emancipated;
- Parent with parental responsibility of a minor (having family status);
- People exercising guardianship, wardship or a court appointed guardian (in possession of documentary evidence);
- Heir (in possession of an Affidavit or replacement certificate of the same issued by the Municipality).

How to request the Clinical Documentation

- a. You must make payment for the documentation you require by bank transfer:

Current account N° 000500057120
Unicredit Corporate banking, Filiale Milano Europa (Milano Europa Branch)
C.so Europa 5 – 20122 Milan
ABI 02008 – CAB 09432 - IBAN IT04Q 02008 09432 000500057120
CIN Q
BIC SWIFT Code: UNCRITMMOMI (for foreign transfers)

The reason for payment must be: *Clinical Documentation Request* followed by **Surname and Forename of the Patient to whom it refers.**

The amount to be paid can be determined by referring to the table below in the paragraph How Much Does Clinical Documentation Cost.

2. You must fill in one of the following request forms:

- a. **Clinical Documentation Request by the Holder**, when the applicant is the holder of the clinical documentation requested.
The request form must be accompanied by:
 - i. Copy of a valid identity document of the applicant
 - ii. Copy of details of the transfer proving that payment was made.
- b. **Clinical Documentation Request from Third Parties** when the applicant is a parent, a person exercising guardianship, wardship or a court appointed guardian or an heir in possession of an affidavit or replacement certificate of the same issued by the Municipality.
The request form must be accompanied by:
 - i. Copy of a valid identity document of the applicant
 - ii. Copy of the delegations/authorisations/affidavit
 - iii. Copy of details of the transfer proving that payment was made.

How the Clinical Documentation Will Be Received

If you wish the Clinical Documentation to be delivered to your own address rather than collect it directly from the IEO, you must indicate the delivery address in the request form and add the full amount of **EURO 18.00 as a contribution to delivery costs**, in accordance with the terms indicated in the following paragraph.

3. You must send the forms and related documentation to the IEO in the following way:

- a. Via fax to the number 02-9437.9291
- b. By post to the following address:
Istituto Europeo di Oncologia
Via Giuseppe Ripamonti, 435
20141 Milan
For the attention of the Admissions Department - Back Office
- c. Via email to the address bo.accettazione@ieo.it

How to Collect the Clinical Documentation from IEO

The clinical documentation can be collected directly from the counters located on floor -1, Building 2 of the Istituto Europeo di Oncologia between 9 am and 1 pm, Monday to Friday.

The Clinical Documentation can be collected:

1. Directly by the holder upon presentation of:
 - a. A valid identity document
2. By any other person (including spouse) upon presentation of:
 - a. A valid identity document
 - b. Original or photocopy of the valid identity document of the delegator
 - c. Authorisation signed by the delegator (you can use the IEO's authorisation form).

How Much Does the Clinical Documentation Cost

Type of Documentation	Format	Code	Price €	Format	Code	Price €
Medical Record (per hospital stay)	<i>Paper</i>	999961	30.00	<i>CD Rom</i>	999991	22.00
Authenticated Medical Record (per hospital stay)	<i>Paper</i>	999911	84.00			
Diagnostic Images (per procedure)						
Mammography	<i>Film</i>	1460	35.00	<i>CD Rom</i>	1473	22.00
Ultrasound	<i>Film</i>	1460	35.00	<i>CD Rom</i>	1473	22.00
CT (per segment)	<i>Film</i>	1459	50.00	<i>CD Rom</i>	1473	22.00
MRI (per segment)	<i>Film</i>	1459	50.00	<i>CD Rom</i>	1473	22.00
X-ray (per segment)	<i>Film</i>	1460	35.00	<i>CD Rom</i>	1473	22.00
PET	<i>Coloured Paper</i>	1737	35.00	<i>CD Rom</i>	1473	22.00
Scintigraphy	<i>Film</i>	1737	35.00	<i>CD Rom</i>	1473	22.00
Paper Reports (per procedure)						
Diagnostic Test (Ultrasound, Mammography, etc.)		999987	10.00			
Histological, Cytological Examination		999987	10.00			
Samples, Urine, HPV Test		999987	10.00			
Specialist Examination		999987	10.00			
Clinical Documentation Outpatient Services						
Outpatient Surgery		999993	15.00			
Outpatient Medical/Chemotherapy Treatment		999992	20.00			
Outpatient Radiotherapy Treatment		999992	20.00			

Prices are inclusive of VAT at 22%.