

Release of Information (ROI)

Location: Room 1B17A
Phone: (913)684-6205
Hours of Operation: Monday – Friday, 0900 – 1600 hours.
Areas of Responsibility:

The Release of Information Office releases medical information for all eligible beneficiaries. If you are Retiring, Exiting the Service (ETS) or being Chaptered you are eligible to receive one copy of all Medical Records. All Army Military Treatment Facilities use AHLTA, an electronic medical record. All medical encounters in AHLTA are available to other MTF's. If you PCS to another location those electronic files are accessible for other MTFs and no paper copy of those records is necessary.



The release of information office is responsible for obtaining records from previous a duty station, duplication of records (i.e. personal copies, insurance requests, legal requests, and copies for VA claims). Patrons are entitled to one free copy of their medical record, per AR 40-66. Additional copies will be assessed an administrative fee of \$13.25 plus a copying fee of .10 cents per page. **Due to the large volume of requests, customers requesting duplication of their medical records should submit their requests in writing no less than 45 business days in advance, same day service cannot be provided.**

The release of information office also provides Freedom of Information Act services. Requests for information must be in writing and it must pertain to medical issues. If the request is for something that we cannot process then we will forward your request to the Post FOIA office.

Please Note: Medical Records are the property of the United States Government and are maintained for the benefit of the patient. Release of Information staff have the responsibility for ensuring all medical records held in their custody are safeguarded from loss or tampering, and that the information in the records is released only to authorized individuals.