1.  How many Release of Information Requests do you get per month? _____

    o   Average Number of pages per request? _____

    o   How many are for SSA Disability? _____

    o   How many are for Attorneys? _____

    o   How many are for Continuing Care? _____

    o   How many are for Healthcare Insurance Companies? _____

    o   How many are for Property and Casualty Insurance Companies? _____

    o   Are there any other categories? _____

2.  Which EMR software do you use?  _____

    o   Do all of the Doctors use the same EMR software? _____

3.  Do you have any special ROI fee arrangements with any Requestors? _____

    o   Healthcare Insurance Providers? _____

    o   Copy Service Companies? _____

4.  How many ROI content collection points are there?

    o   Onsite
        1.  Paper Files
        2.  Microfilm
        3.  Electronic Medical Records.
    o   Offsite
        1.  Box Storage company
        2.  Provider managed facility
        3.  Medical imaging repository
            1.  CAT
            2.  X-ray
            3.  Ultrasound

5.  Do you have log/record of all ROI fulfillment activity? _____

6.  Do you have existing databases we can use?

    o   Master Patient Index (patient database)

    o   ROI Requestor name/address file

Provider Name and Contact Info:_____