



PATIENT INTAKE REFERENCE

NEW PATIENT RECORDS CHECKLIST

Please be advised: In order to schedule an appointment and to help ensure your visit is as productive as possible, please visit www.mnddiagnostics.com and complete the secure **DocuSeal** New Patient paperwork. Once completed, please submit your medical records as outlined below.

MEDICAL RECORDS SUBMISSION REQUIREMENTS

⚠ Please note: We are strictly unable to accept patient medical records via email or fax.

OPTION 1: DROPPED OFF IN PERSON

Deliver your records directly to our office reception at the address listed above during business hours.

OPTION 2: MAILED TO OUR OFFICE

Mail printed copies of your records to our office. These must arrive prior to scheduling your initial appointment.

- **Do not staple, tape, bind, or tab** any records. All documents are scanned directly into our electronic medical records system. Binding elements cause severe scanning delays.
- **Submit copies only.** Please do not submit original documents, as they cannot be guaranteed to be returned.

PLEASE PROVIDE THE FOLLOWING RECORDS, AS APPLICABLE:

- ☐ **Accepted Conditions Sheet (ACS):** Your current ACS from the U.S. Department of Labor, Office of Workers' Compensation Programs (OWCP).
- ☐ **Diagnostic Studies:** All diagnostic studies related to your accepted work injury (printed reports only; **no discs or USB drives**).
- ☐ **Physician Records:** All clinical records related to your accepted work injury, including operative or procedure reports, emergency room visits, and hospital notes.
- ☐ **Prior History:** Any clinical documentation or records for prior injuries involving the same body parts.
- ☐ **Schedule Award Correspondence:** Your official Award of Compensation letter if you have received a prior Schedule Award.
- ☐ **Pertinent Documentation:** Any other medical or administrative documents you feel are pertinent to your claim.

IMPORTANT NOTE FOR PATIENTS

Providing complete medical records allows our clinical providers to thoroughly review your medical history, accepted conditions, prior treatment, and Department of Labor determinations before recommending a treatment plan. Incomplete records will delay your clinical evaluation or necessitate additional appointments while missing records are obtained.