Sample Medical Records Request Letter

Re:

DOB:

SSN:

Dear :

Our program serves children experiencing or at risk of homelessness and helps them obtain housing, income, services, and other resources. Part of this effort is to help children apply for Supplemental Security Income (SSI), a disability income program operated by the Social Security Administration (SSA). In addition to providing needed income support for beneficiaries, this program provides medical insurance (Medicaid) which could reimburse your facility for future as well as previously uncompensated health care services provided to this child.

To be eligible for disability benefits, children must submit their medical records to the State agency that Social Security contracts with to make disability determinations, called Disability Determination Services (DDS). Without this medical information, eligibility for desperately needed benefits is unlikely.

You have provided medical services to the above referenced child. I have enclosed two releases of information (one for SSA and one for our provider agency) signed by the above child’s parent/guardian. If you would please send me their medical records as soon as possible, I will ensure that this information is sent on to DDS for review.

For you to have a sense of what is needed from your records, I also have enclosed a list of medical information that can be extraordinarily helpful. Your cooperation is critical for the success of this application and for this child’s recovery.

If you have any questions, please do not hesitate to contact me at (XXX) XXX-XXXX. I thank you in advance for your swift response to this request.

Sincerely,

**Medical Information for SSI**

* Psychiatric evaluations
* Physical health evaluations
* Specialty physical health evaluations (x-rays, CT scans, MRI results, EEG tests)
* Neurological reports
* Laboratory results
* Diagnostic tests
* Psychological/Neuropsychological tests
* Admission and discharge summaries
* School records (Individualized Education Programs (IEPs), disciplinary reports)
* Bio-psychosocial evaluation reports
* Supported housing progress notes
* Case management notes