



MEDICAL CLAIMS SERVICE

PO BOX 1265

REDMOND, OR 97756

Phone: (541) 504-4676 Fax: (541) 526-1092

At the end of each year, Medical Claims Service becomes overwhelmed with an over-abundance of paperwork. To help keep file space to a minimum, we will dispose of any "old and finished claim paperwork".

You will have the option to obtain your paperwork or authorize us to dispose of it for you. Please check one:

_____ I would like all of my paperwork returned to me at the end of each year. I will be charged a postage and handling fee of \$10.00 for this service.

_____ I would like Medical Claims Service to dispose of my completed paperwork at the end of each year. I realize that in order to receive any originals or photocopies, I must request them before December 31 of each year.

Medical Claims Service keeps an End of Year Summary Report in a permanent file. These summaries are kept for a period of no less than 5 years.

Signature

Date

Print Name