



Patient Forms Completion Fee Notice 2025

Dear Patient,

Your Provider has contracted VRC to process valid request for forms completion. You must complete a **Release of Information Form** when requesting a form to be completed (available at your doctor’s office or contact VRC for a copy). Requests for forms completion are subject to fees. You are hereby notified in advance of said fees and by submitting a request for forms to be completed you are accepting these fees and authorizing the provider/VRC to process your request for forms completion. Each form needs to be accompanied by a HIPAA compliant authorization.

Sending your form and authorization for completion:

Via Secure Email: The form to be completed and the authorization may be sent via secure email to CCOCforms@VRCnetwork.com

Via Fax: The form to be completed and the authorization may be faxed to (234) 271-3116

Via Online Request: Visit <https://portal.vrcnetwork.net/ccof> to complete the request and attach the forms

Patient Rates for Forms	3rd Party Rates for Forms
<p style="text-align: center;">\$25 per form</p> <p>A fee of \$25 per form will be applied if the form is sent directly to the patient. The invoice will come with the completed form.</p>	<p style="text-align: center;">\$50 per form</p> <p>A fee of \$50 per form will be applied if the form is sent directly to a third party (someone other than the patient).</p>

For status of a record request contact:
 VRC Companies LLC
 Dept 5853 PO Box 11407
 Birmingham, AL 35246-5853
 Phone and Fax: (234) 271-3116
CCOCforms@VRCnetwork.com

While VRC is under contract with this facility to provide forms completion services we are also committed to providing you with your requested information in an efficient and highly secure manner and want to make sure you understand the process in which your information is provided, and the costs associated with obtaining them.

Our standard processing time to respond to your request is 3-5 business days. Please do not hesitate to contact us at (234) 271-3116 if you have any questions about the service VRC provides on behalf of the provider or the bill you may receive because of your request for medical information.

Thank you,
VRC

Fees should be remitted to VRC as directed on the invoice you receive. Checks should be payable to VRC. You can also make a payment with a credit card online at <https://payment.vrcnetwork.net> by following the instructions on the form provided or by calling VRC at (312)757-5020.

