



MEDICAL BOARD OF CALIFORNIA
 ENFORCEMENT PROGRAM
 2005 Evergreen St., #1200
 Sacramento, CA 95815
 (916) 263-2528 Fax (916) 263-2435
www.mbc.ca.gov



Patient: _____ Record No.: _____
 Business Facility: _____ Phone No.: _____
 Address: _____ City/State: _____ Zip: _____

CERTIFICATION OF RECORDS

To the best of my knowledge, the copied documents, records and other things enclosed herewith were and are prepared and maintained in the ordinary course of business by authorized persons or personnel of this business or facility at or near the time of the acts, conditions or events described by such records. The enclosed records of the business or facility are a true copy of the following records described in the patient authorization or subpoena duces tecum (**check only one**):

- the complete records consisting of _____ pages;
- the complete records for the period beginning _____ and ending _____ only, consisting of _____ pages;
- the completed records, except that the business or facility does not have the following:

The copied records consist of _____ pages.

CERTIFICATION OF NO RECORDS

- A thorough search of our files carried out under my direction and control revealed that this business or facility does not have the records described in the patient authorization or the subpoena duces tecum.

DECLARATION OF CUSTODIAN OF RECORDS

I, the undersigned, am the duly authorized Custodian of Records of the above named business or facility. I am familiar with the mode of preparation of, and have the authority to certify, the business or facility records. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

 Print Name and Title

 Signature

 Date

NOTICE: A licensee that fails to provide the *certified* medical records within 15 days, or a health care facility within 30 days, of receipt of a request for certified medical records may constitute a violation of Section 2225.5 of the Medical Practice Act and may result in a civil penalty of \$1,000 per day for each day that the documents have not been produced. “Certified medical records” is defined as “a copy of the patient’s medical records authenticated by the licensee or health care facility, as appropriate, on a form prescribed by the board.”

MBC CASE NO. _____