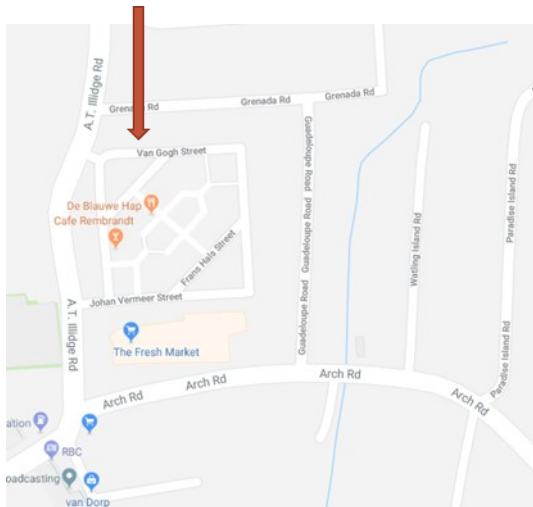


## Office Hours:

Monday to Friday 8:00am - 5:00pm  
Closed on weekends and holidays



*(We are located at the former KPMG building)*



*(Photo complements Google.com/maps/place)*

## Contact information

### St. Maarten Medical Center

#### Medical Archives

Van Gogh Street  
Madame Estate  
St. Maarten  
Tel: +1 (721) 543-3154  
Fax: +1 (721) 543-0116  
Email: [info@smmc.sx](mailto:info@smmc.sx)  
Web: [www.smmc.sx](http://www.smmc.sx)

# Medical Archives



**SAFETY**  
**HEALTH**  
**SATISFACTION**

*The pillars defining our quality care*

*We Care Together!*

**S | M**  
**M | C** St. Maarten Medical Center

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## Medical Archives Department

The medical archive department stores patient's medical records physically and electronically.

These files are kept in strict confidence as they entail patient's medical and personal information.

## Medical Requests

Medical request may be made via email [medical.archive@smmc.sx](mailto:medical.archive@smmc.sx) or by visiting our office.

A valid identification is needed upon submitting a request and if applying on behalf of a third party, their verification authorizing you.

In case of third party or overseas request, a notarized authorization letter is needed.

Upon payment of applicable fees, your request will be processed.

Please allow three business days for processing of medical request.

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*"It is the patient's right to receive their medical record"*

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## Medical Requests Price Listing

### Digital records per email

Pages/Description	Local & Foreign request (US\$)
1-50 pages	\$10.00
51-100 pages	\$25.00
101-200 pages	\$50.00
201-500 pages	\$75.00
501 pages and over	\$100.00
Radiology images by CD	\$30.00 (Local) \$60.00 (Foreign)

### Hard copy records

Pages/Description	Local request US\$	Off Island request—incl courier costs (US\$)
1-20 pages	\$10.00	\$60.00
21-50 pages	\$25.00	\$75.00
51-100 pages	\$50.00	\$100.00
101-200 pages	\$75.00	\$125.00
201-500 pages	\$100.00	\$150.00
Radiology images by CD	\$30.00	\$60.00

Payments may be made via cash, check, credit card or via bank transfers.

*For payments made by foreign checks add US\$25.*

## Key Pointers

- It is the patient's right to request their medical file and obtain information from it.
- Medical records are properties of the St. Maarten Medical Center.
- Patient files are sent to the Medical Archive Department upon discharge.
- Obtaining a copy of your current medical records at your discharge is a cost saving measure. Medical records requested after they are sent to the Medical Records Department has a fee attached.
- Through notarized consent, a patient may give the Medical Archive Department permission, to relay his/her medical record to a third party.

