

[Date]

[Patient Name]

[Patient Address]

Re: Certification of No Medical Records

Dear [Patient Name],

This letter is in response to your request for Medical Records on [Patient Name][DOB]. A thorough search of our files revealed no medical records on the person named above. It is to be understood that this does not mean that medical records do not exist. As a result of a filing error, different spelling of name or classification may be the reason. However, with the information furnished to our office, and to the best of our knowledge, no such medical records exist in our files. In the event you have more information than previously provided, that would help to identify a medical record for the above mentioned patient, please let me know.

If I can be of any further assistance, please feel free to contact me at 504-988-4678.

Sincerely,

Andrea Fitte, MBA, RHIA  
Manager of Clinic Information  
& Process Training  
Tulane University Medical Group