

Our Services

- Suncoast Medical Documents is a full service on-site copy service catering to the special needs of the medical profession
- We feature state-of-the-art scanning equipment, fast and convenient copying service and a dependable professional staff that is always at your disposal
- We handle all mailing and billing
- No billable courtesy ratio
- HIPAA compliant
- We are conveniently, locally operated in Sarasota

Scheduling And Protocol

- We allow you to choose the day and time that is most convenient for your schedule
- We try to accommodate changes in service dates and times
- You determine the frequency of service visits needed
- All requests will be done according to your priorities
- All copying is done the same day it is started
- Our staff is courteous and professional at all times
- Our staff is trained not to disrupt the patients or the work environment in your facility



Your Responsibilities

- Receive request and verify patient's signature and accuracy of address of record destination
- Provide patient billing information if requested
- Pull charts and place in area designated for Suncoast Medical Documents and refile when job is done

Our Responsibilities

- Representative reports to facility on the scheduled day and time
- Enter information in log book that is provided to you by Suncoast Medical Documents
- Stamp authorization with Suncoast Medical Documents' address, reps initials, and date copied
- Scan information needed by requester and reassemble chart



Benefits For Your Business

- Allows your staff to spend their time with patients
- Saves labor time on:
Copying, processing, invoicing, mailing and collecting on requests
- Records are mailed from Sarasota, not another state
- Records are sent out within 24-48 hours of being copied
- Our revenue comes from the requester, so in most cases there is no cost to you
- No long term contracts, we cater to your needs
- We will take calls from the requester or patients themselves regarding records we have copied



SUNCOAST
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**Full Service
On-site
Medical Record
Copy Service**