

### How to order a copy of an image

You can order a copy of the images of your imaging examinations as a CD/DVD recording. Picture viewer will also be stored on the disk. **The viewer works on Windows operating systems** (95, 2000, XP, 7 and 10).

The order can be placed by providing this form to any X-ray Unit within HUS Medical Imaging Center or by posting the form to any of the units listed to the right.

Should the orderer be someone else than the patient or his/her guardian, a free-form letter of authority, signed by the patient is also required.

The price of the recording is **25 €** and it is delivered by post. The invoice will be sent to the address you have given. If the invoice is not paid by the due date, the invoice will be transferred to a collection agency for dept recovery.

Hyvinkää Hospital X-ray Unit Sairaalan­katu 1 05850 Hyvinkää	Jorvi Hospital X-ray Unit P.O. Box 800 00029 HUS
New Children's Hospital X-ray Unit P.O. Box 347 00029 HUS	Lohja Hospital X-ray Unit Saira­alatie 8 08200 Lohja
Meilahti Hospital X-ray Unit P.O. Box 340 00029 HUS	Peijas Hospital X-ray Unit P.O. Box 900 00029 HUS
Porvoo Hospital X-ray Unit Saira­alantie 1 06150 Porvoo	Department of Oncology X-ray Unit P.O. Box 180, 00029 HUS
Raasepori Hospital X-ray Unit P.O. Box 1020 10601 Tammisaari	Töölö Hospital X-ray Unit P.O. Box 266 00029 HUS

Patients can order free of charge copies of their patient record or statements on X-ray examinations from the hospital's archive. These documents do not contain copies of the images of the imaging examinations.

<b>Patient's name</b>	<b>Patient's ID number</b>
<b>Name of the orderer if someone other than the patient (a letter of authority is required) or the name of the guardian if patient is under 15 years *</b>	
<b>Patient's or guardians address (billing address and the delivery address *)</b>	
<b>Date and signature</b>	<b>Telephone number</b>

\*) In joint custody cases where the child's home address according to the Population Register is not the same as the guardian's who is requesting a copy of the child's patient records, a copy of the joint custody court order or agreement has to be enclosed with the patient records copy request. Otherwise the patient records copy will be delivered to the child's home address according to the Population Register and it will be addressed to the child.

Examination date	Examination

<b>Price</b> CD/DVD copy	€ 25, incl. handling fee	<b>Invoice total (euros)</b>	<b>25,00 €</b>
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**To be completed by the department producing the images:**

Kopion tuottaneen yksikön vy-numero:	Lähetyspäivä:
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**Mikäli laskutusta ei tehdä Radun kautta, HUS Kuvantaminen lähettää lomakkeen laskutusta ja kirjanpitoa varten:**

HUS Asvia, Talouspalvelut, Hoitomaksut, PL 680, 00029 HUS  
Tulotili: 302700, Suorite: S36, Alv 7.1, Tulosyksikkö: 782 HUS Kuvantaminen