

# Ciox/Concentra Medical Records Request Guidelines



## Faxing Requests

eFax: 770-999-0469



## Emailing Requests

[concentraroi@cioxhealth.com](mailto:concentraroi@cioxhealth.com)

- Fax or email request letter and authorization form
- Ensure to include requesters contact information
- Authorization must be fully completed
- Ensure authorization is signed and dated
- Include full name & address of the Concentra Center from which records are being requested

## Ciox Contacts

Ciox Customer Service: 1-800-367-1500