



March 01, 2021

Dear Patient of Healthsource:

This letter is to inform you that Healthsource Medical Clinic will no longer be seeing patients at 1609 Norman Drive, Suite A1, Valdosta, Georgia 31601 after Friday, March 26, 2021, 5 PM. **However, we will continue to be available for tele-visits for non-emergent health care.** You can schedule a tele-visit via your patient portal at www.healthsourcemed.com or by calling our office at 229-245-1004. If we are not available, we will return your call as soon as possible.

It is very important that you continue with appropriate medical care; therefore, you should make contact with another physician for your non-emergent care and locate another urgent care facility for your emergent needs. If you need help in finding a physician or urgent care facility, contact South Georgia Medical Center or your insurance company for references.

You can access your medical information at no costs to you on your patient portal at the Healthsource website referenced above. You can also submit a written request for your Private Health Information (PHI) to Healthsource Medical Clinic, PO Box 186, Valdosta, Georgia 31601, which must include your request along with the following information:

- Your name, including maiden name (if applicable); Social Security number; date of birth; address and phone number; list of records you need; and your signature

When we receive your request, your medical records will be sent to you by mail within thirty days. There will be a reasonable, cost-based fee charged for labor, copies, and postal service as permitted by the Federal Privacy Rule.

If you want your PHI transferred to another health professional, you will need to complete and sign a HIPPA compliant authorization form that can be found on our website or by clicking [here](#). The completed and signed form should be mailed to Healthsource Medical Clinic, PO Box 186, Valdosta, Georgia 31601 and upon receipt we will send your medical records to your designated medical provider.

If you have a problem accessing information on our website, please call our office.

Thank you for trusting us with your emergent and non-emergent health care needs over the past ten years. It has been very fulfilling to serve our community's citizens during times of need and we hope we have made a positive difference in your life.

Sincerely,

Cristi L. Godwin, NP.C
Healthsource Medical Clinic