

URGENT LEGAL MATTER: NOTICE TO PRESERVE RECORDS

Date: [Insert Date]

To: [Name of Medical Provider/Facility]

Attn: Health Information Management / Custodian of Records

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Patient Name: [Patient Full Name]

Date of Birth: [DOB]

Social Security Number: [Last 4 Digits]

Date(s) of Service: [Insert Date Range]

To the Custodian of Records:

Please be advised that this office represents [Client Name] in connection with a legal matter involving the above-referenced patient. We anticipate serving your facility with a formal subpoena for records in the near future.

Pursuant to this anticipated litigation, you are hereby directed to preserve and maintain all records, documents, and electronically stored information (ESI) relating to the care, treatment, and billing of this patient. This request includes, but is not limited to:

- Complete medical charts and clinical records (inpatient and outpatient);
- Physician orders, progress notes, and nursing notes;
- Diagnostic imaging (X-rays, MRIs, CT scans) in original DICOM format;
- Laboratory and pathology reports;
- Pharmacy and medication administration records (MAR);
- Itemized billing statements and insurance claim forms;
- All internal communications, emails, or electronic messages regarding this patient;
- Audit trails showing access to or modification of the electronic health record (EHR).

Under applicable law, you have a duty to preserve potentially relevant evidence. You are instructed to immediately suspend any routine deletion, overwriting, or purging of electronic or physical files related to this patient. Failure to preserve these records may result in legal sanctions for spoliation of evidence.

This is a preservation notice only. Please do not forward these records at this time. A formal subpoena or signed HIPAA authorization will follow shortly. Please acknowledge receipt of this letter in writing.

Sincerely,

[Your Name/Signature]

[Law Firm Name]

[Phone Number]

[Email Address]