Required Documents for Issuance of Copy of Medical Records/CD Copy/Medical Certificate, and Confirmation

In accordance with Article 21, Paragraph 1 of the Medical Law, the patient's medical records should not be made to verify the contents of the patient's records, such as by allowing anyone other than the patient to view the patient's records, and copies can be issued only if it meets Article 21, Paragraph 2 of the Medical Law and Article 13-2 of the Enforcement Regulation of the Medical Law.

▶ Article 13-3 of the Enforcement Regulations of the Medical Act (Requirements for Reading Records, Etc.)

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| Required Documents for Issuance of Copy of Medical Records/CD Copy/Medical Certificate, and Confirmation | |
| Patient Himself/ Herself | Identification of the Patient |
| Patient’s relative  (Patient's spouse, lineal ascendant/ descendant or spouse's lineal ascendant) | 1. Identification card (or copy) of the person requesting the issuance of a copy  2. Documents proving relative relations, such as a certificate of family relations and a copy of resident registration  3. Patient's handwritten consent form.  (※Access to medical records and issuance of copies agreement)  (However, it is excluded if the patient is a minor under the age of 14, and if the applicant is not the legal representative, the consent of the legal representative must be attached)  4. Patient's identification card (or photocopy)  (However, except when the patient is under the age of 17 and a resident registration card in accordance with Article 24 (1) of the Resident Registration Act has not been issued) |
| Patient designated representative | 1. Identification card (or copy) of the person requesting the issuance of a copy  2. Patient's handwritten consent form and power of attorney  (If the patient is a minor under the age of 14, it must be completed by the patient's legal representative, and documents that confirm the legal representative, such as a certificate of family relations, are attached.)  3. Patient's identification card (or photocopy)  (Excluding those who have not been issued a resident registration card pursuant to Article 24 (1) of the Resident Registration Act because the patient is under 17 years of age) |
| If the patient is deceased | 1. Identification card (or copy) of the person requesting the issuance of a copy  2. Documents that can confirm relative relations, such as a certificate of family relations and a copy of resident registration  3. Documents that can confirm the fact of death, such as a certificate of family relations, a copy of expulsion, and a death certificate |
| If the patient cannot sign by hand due to unconsciousness, serious illness, or injury | 1. Identification card (or copy) of the person requesting the issuance of a copy  2. Documents that can confirm relative relations, such as a certificate of family relations and a copy of resident registration  3. A certificate confirming that the patient is unable to sign his/her handwriting due to unconsciousness or serious illness or injury |
| If the patient is missing | 1. Identification card (or copy) of the person requesting the issuance of a copy  2. Documents confirming relative relationship, such as a certificate of family relationship  3. Documents that can confirm the fact of the disappearance, such as a copy of resident registration and a copy of the court's decision to declare disappearance |
| If the patient is a person devoid of mental capacity | 1. Identification card (or copy) of the person requesting the issuance of a copy  2. Documents that can confirm relative relations, such as a certificate of family relations and a copy of resident registration  3. A copy of the court's decision on incompetence or a medical certificate from a psychiatrist certifying that the person is devoid of mental capacity |

ID : Resident registration card, passport, driver's license, other identification cards issued by public institutions, student ID (under 17 years old) (excluding health insurance card)

Relative : Patient's spouse, lineal ascendant/ descendant, spouse's lineal ascendant

Issuance of the first (original) medical certificate : According to Article 17 of the Medical Act (diagnosis, etc.), it is a principle to issue the ID directly to the person after verifying the identification card. However, only when the deceased person's medical certificate is issued and the patient is unconscious, it can be obtained by the patient's relative and siblings (when the patient is not relative).

※ In the case of issuing medical expenses receipts and medical expenses detailed statements, we will also issue them as described above in accordance with the Medical Law and Personal Information Protection Law.



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| •Copy of Medical Records (Medical Record Team) | 053)200-2077 |
| • Image Storage  (Radiation Medicine Center) | 053)200-2078 |
| • Medical Certificate (Administrative Division) | 053)200-2066 |

※ Issuance Counter Location 1st Floor Building 2