

SCANDOC IMAGING, INC.

500 SUPERIOR AVE. SUITE# 320
 NEWPORT BEACH, CA 92663
 TEL: (949)650-9595
 FAX: (949) 650-9594

- WORKERS' COMP.
 P.I./CIVIL CASE
 SOCIAL SECURITY

RUSH
 ORDER DATE: _____
 DUE DATE: _____

APPLICANT/PLAINTIFF INFORMATION

NAME : _____ **EMPLOYER:** _____
AKA : _____ **SSN:** _____ **ADDRESS:** _____
INJURY DATE : _____ **D.O.B.:** _____ **CITY, STATE ZIP:** _____

REQUESTOR AND BILLING INFORMATION

REQUEST BY: _____ **SEND INVOICE TO:** Requestor carrier*
**if Carrier is X'd, please provide information below*
FIRM: _____ **CARRIER:** _____
ADDRESS: _____ **ADDRESS:** _____
CITY, STATE ZIP _____ **CITY, STATE ZIP:** _____
PHONE : _____ **FAX:** _____ **PHONE:** _____ **EXT:** _____
REPRESENT: APPLICANT PLAINTIFF **ADJUSTER:** _____
 DEFENDANT OTHER **CLAIM#:** _____

SUBPOENA INFORMATION

CASE CAPTION CASE NO: _____ **OPPOSING COUNSEL:** _____
 Applicant/plaintiff: _____ **FIRM:** _____
 Employer/Defendant: _____ **ADDRESS:** _____
REQUEST TYPE: **CITY, STATE ZIP :** _____
 WCAB SUPERIOR MUNICIPAL FEDERAL **PHONE:** _____
 AUTHORIZATION ATTACHED **FIRM REPRESENTS:** _____
PREPARE: DEFENDANT PLAINTIFF APPLICANT
 DEPOSITION SUBPOENA TRIAL SUBPOENA OTHER: _____
 DISCOVERY CUTOFF DATE: _____ ADDITIONAL PARTY LIST ATTACHED
FOR: **DELIVERY INSTRUCTIONS SETS:()**
 RECORDS ONLY REQUESTOR QTY PAPER CD
 PERSONAL APPEARANCE WITH RECORDS OTHER QTY REQ'D PAPER CD
 PERSONAL APPEARANCE WITHOUT RECORDS
 APPEARANCE ADDRESS: _____ NAME: _____
 CITY, STATE ZIP: _____ ADDRESS: _____
 DATE: _____ TIME: _____ CITY, STATE ZIP: _____
 DEPT/DIV: _____

RECORDS LOCATIONS

[M] EDICAL [B] ILLING [X] -RAY FILMS [E] MPLOYMENT [W] AGE [C] LAIM FILE [O] THER:

CODE	LOCATION NAME	ADDRESS	PHONE

SPECIAL INSTRUCTIONS :

By Sending this order, I/we herewith authorize Scandoc Imaging, Inc. to act as my/our representative for the purpose of procuring/ transferring all records in accordance with the directives contained in this order form. The party ordering the records accepts responsibility for the cost of obtaining said records. In the event a third party is billed, the ordering firm is held responsible until payment is received. The ordering party may be held liable for all costs associated with collections of this order.