

PHARMACY RECORDS SUBPOENA PROCESS

Requirements

A properly served subpoena or a HIPAA-compliant authorization, and a \$150 processing fee, are required for the search/release of pharmacy records by The Winn-Dixie Company, LLC (“TWDC”).

Charges for Records Search/Production

A fee is charged for the search and/or release of pharmacy records. The initial charge of \$150 must be received with your request.

SUBPOENA PROCEDURE FOR THIRD PARTY RECORDS REQUESTS:

1) Please serve a subpoena on our registered agent via process server, certified mail, or overnight delivery to:

Corporation Service Company
1201 Hays Street
Tallahassee, FL 32301

2) Please send a copy of the subpoena with your \$150 payment via certified mail to the following address:

The Winn-Dixie Company
5050 Edgewood Court
Jacksonville, FL 32254
Attn: Legal Department- Scott Nicholas

HIPAA-COMPLIANT AUTHORIZATION:

In lieu of sending a subpoena, you may submit a HIPAA-compliant authorization for the release of records (signed by the patient) via certified mail along with the \$150.00 search/records release fee to:

The Winn-Dixie Company
5050 Edgewood Court
Jacksonville, FL 32254
Attn: Legal Department- Scott Nicholas

Information to Include

In order to efficiently process your request, please include the store pharmacy address and the date range to be searched. Please note that we typically do not retain pharmacy records longer than 10 years.

Response Time/Objections

Subpoenas for records are typically fulfilled within 20 business days after TWDC receives both the properly served subpoena through its registered agent and the \$150 payment for the search/records production at our Jacksonville office; however, response times may vary depending upon the scope of the subpoena and the types of records requested. TWDC reserves the right to object to subpoenas that are overly broad, unduly burdensome, vague or that implicate privacy, privilege or other legal concerns.

Status Requests

If you have sent both the subpoena/HIPAA compliant request and the \$150 payment via certified mail to our Jacksonville office and have not received a response within 20 business days, you may contact PharmacySubpoenas@winndixie.com.