



I. PATIENT INFORMATION

Full Name: _____ Date of Birth (MM/DD/YYYY): _____
_____ Gender: _____ Address: _____
_____ City: _____ State: _____ Zip
Code: _____ Phone Number: _____ Email: _____

II. RELEASE OF INFORMATION

I hereby authorize the release of my medical records to the following entity:

Recipient Name/Facility: _____
Address: _____ City: _____ State: _____ Zip
Code: _____ Phone Number: _____ Fax: _____

III. RECORDS TO BE RELEASED

Please check all that apply: ☐ Entire Medical Record (All dates) ☐ Specific Dates of
Service: From _____ To _____ ☐ Lab Reports / Diagnostic Imaging (MRI,
X-Ray, Ultrasound) ☐ Billing / Insurance Records ☐ Other: _____

IV. PURPOSE OF RELEASE

☐ Continuity of Care/Transfer of Care ☐ Insurance Application/Review ☐
Personal/Legal Use ☐ Other: _____

V. PATIENT ACKNOWLEDGMENT

I understand that I have the right to revoke this authorization in writing at any time. I
understand that the information released may be subject to re-disclosure by the
recipient and may no longer be protected by federal privacy regulations (HIPAA).

Patient/Guardian Signature: _____ Date: _____

VI. OFFICE USE ONLY

Request Received Date: _____ Processed by: _____
Method of Release: ☐ Email ☐ Secure Portal ☐ Physical Copy Reference #: _____