



**Medical Record Authorization for Request/Release of Information**

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Print Patient Name

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home/Work/Mobile # \_\_\_\_\_ Home/Work/Mobile # \_\_\_\_\_

Circle one

Area Code and Phone Number

Circle one

Area Code and Phone Number

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Records Being Requested by:**

Entire Medical Record  Most Recent Office Note  Most Recent Procedure Note  Xrays / MRI / CT

If requesting individual record, please add the dates requested: \_\_\_\_\_ to \_\_\_\_\_

Purpose of the requested is for:  Patient/Representative Use, or  Other (please specify) \_\_\_\_\_

**Medical Records Requested by:**

Records to be  Faxed, if faxed # \_\_\_\_\_, or  Mailed (check one)  
Area Code and Phone Number

\_\_\_\_\_  
Name of Person/Organization (please print) Phone # \_\_\_\_\_  
Area Code and Phone Number

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**Send Medical Records by  Mail  Fax  Picked Up in Office (Identification Required)**

\_\_\_\_\_  
Name of Person to send records to (please print) Phone # \_\_\_\_\_  
Area Code and Phone Number

\_\_\_\_\_  
Organization to send records to (please print) Fax # \_\_\_\_\_  
Area Code and Phone Number

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Return form via fax to 317-815-8951. Allow 10 business days for request to be processed and sent.