

Request Copy Of Medical Records

Date: _____

To: _____

To Whom It May Concern:

I am writing to request a copy of: _____ medical records.

(Patient's Name)

I am _____ (_____)

(Relationship's Name)

(Relationship)

of _____ (who is) (formerly was) a patient

(Patient's Name)

of _____

(Doctor's or Health Care Provider's Name)

Enclosed is a signed Authorization to Release Medical Records. I am requesting the records for insurance-related reasons.

If there is a charge for copying the records, please submit a statement with the records and I will remit payment upon receipt of the records.

Thank you for your attention to this matter.

Sincerely,

Signed

Enclosure

Authorization to Transfer Medical Records

1. PATIENT INFORMATION.

Name: _____

Address: _____

City / State / Zip: _____

SSN: _____

Date of Birth: _____

AUTHORIZED RECIPIENT:

Name: _____

Address: _____

City / State / Zip: _____

3. SPECIFIC AUTHORIZATION. I specifically authorize the release of ML medical information relating to the above—named patient Including but not limited to the following categories protected by state or federal law: (1) Substance abuse (drug or alcohol) treatment (2) Mental health treatment and (3) HIV-AIDS-related information, if such information is contained in the records. This request includes any reports, correspondence, test results, and any other information contained in the records, whether generated by the authorized provider or another entity.

I do not give permission for any other use or REDISCLOSURE of this Information.

Dated: _____

Patient Signature: _____

Or Authorized Agent: _____

4. REDISCLOSURE. This release does not authorize redisclosure of medical information beyond the limits of this consent. The Recipient of this information is prohibited from using the information for other than the stated purpose, and from disclosing it to any other party without further authorization. The following written statement should accompany certain disclosures:

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 (FR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

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I specifically understand and agree that the REDISCLOSURE requirements set out above will apply to these records.

5. VALIDITY. I understand that this authorization will automatically expire one year from the date of my signature, and that I may revoke this authorization by sending a written notice to the person or entity authorized to make the disclosure described above. I agree that any release which has been made prior to revocation and which was made in reliance upon this authorization shall not constitute a breach of my rights to confidentiality.

I authorize the release of information as indicated above.

Dated: _____

Patient Signature

or Authorized Agent