

Instructions for Releasing Prior Medical Records

To ensure the seamless transfer of your medical history to our facility, please follow the steps below:

1. **Download the Form:** Obtain the "Authorization for Disclosure of Health Information" form from our website or front desk.
2. **Complete Your Information:** Fill out your full legal name, date of birth, and current contact information.
3. **Identify the Previous Provider:** Provide the name, address, and phone/fax number of the doctor or hospital currently holding your records.
4. **Specify Records Needed:** Indicate if you need your entire medical file or specific items (e.g., lab results, imaging reports, or immunization records).
5. **Sign and Date:** The form must be signed and dated by the patient or a legal guardian.
6. **Submit the Request:** Send the completed form directly to your previous provider's Medical Records Department.

Important Notes:

- Processing times vary by facility, usually taking 7 to 14 business days.
- Some providers may charge a small administrative fee for copying records.
- Please ensure you request records at least two weeks prior to your scheduled appointment with us.

If you have any questions, please contact our Medical Records Coordinator at [Phone Number].