

**AUTHORIZATION TO RELEASE
MEDICAL/HEALTH RECORD INFORMATION**

Date of Request: _____

Date Request Expires: 90 days from date of request

Patient Names:

D.O.B. ____/____/____

D.O.B. ____/____/____

D.O.B. ____/____/____

D.O.B. ____/____/____

I hereby authorize **PEDIATRIC PROFESSIONAL ASSOCIATES, P.C.** to release/disclose medical record information to:

Name: _____

For the following purpose (please circle):

Address: _____

Age / Insurance / Move / Personal

Other: _____

____ Complete Record (including the original copies of all records forwarded to us by previous doctors).

____ Records of care from the following dates: _____ / _____

____ Records concerning the following condition(s): _____

** The following items must be initialed to be included in the use and/or disclosure of other health information:

- ____ *HIV/AIDS related information and/or records
- ____ *Mental health information and/or records
- ____ *Genetic testing information and/or records
- ____ *Drug/alcohol diagnosis, treatment or referral information (Federal regulations require a description of how much and what kind of information is to be disclosed) Describe: _____

I understand that this authorization is subject to revocation at any time, except to the extent that the individual or entity that is to make the disclosure has already taken action in reliance upon it. I understand that PPA will charge me for a digital copy of my medical records and I have been provided a fee schedule.

Please note that information disclosed pursuant to this report is no longer under the control of Pediatric Professional Associates, PC and may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

Patient (Parent / Legal Guardian) Signature

Date

**Pediatric Professional Associates, PC
413 Broadway
Methuen, MA 01844
978-683-1974**

Pediatric Professional Associates, PC
413 Broadway
Methuen, MA 01844
978-683-1974

You have requested that Pediatric Professional Associates, PC, release your or your child's medical record information to a person or entity outside of Pediatric Professional Associates, PC or that you would like to have a copy of your medical records. In accordance with the law, Pediatric Professional Associates, PC may charge you a fee for this service.

- *If basic records are chosen there will be no charge. Basic records contain Immunization record, Copy of Camp/Sports PE Form*
- *For digital copy on USB thumb drive (which is our common practice), there is a flat rate charge of \$25.00 and an additional \$5.00 for siblings charts on the same USB. You will have to provide proper ID and sign that you received the electronic records. Once you have signed them out, the USB drive is no longer the responsibility of Pediatric Professional Associates, PC.*
- *For paper copies Pediatric Professional Associates, PC charges \$15.00 Clerical Fee and \$.25 per page along with any postage and handling*
- *Please note that Fee's must be paid in full before medical records are released in either digital or photocopied form.*
- *Please note that Pediatric Professional Associates, PC has up to 30 days to process your request for medical records.*

I understand and agree to the fees and policies explained above.

Print Name: _____

Relationship: _____

Current Address: _____

Phone: _____

Date: _____

Signature: _____