



Hands on Care for Faster Results, Feel the Difference!
3851 SW Green Oaks Blvd.; Suite 109, ARLINGTON, TEXAS 76017
Phone (817) 476-6332 Fax (817) 476-6333

Paper Copy of Medial Records:

1. Print and complete the Medical Records Release Form.
2. Complete, sign and date the form. To verify your identification and validate your authorization, we require that you include a legible copy of a valid photo I.D. (e.g., driver's license, military I.D. or state I.D.).
3. Mail, fax or personally deliver your paperwork to the office where you were treated.
4. Please allow a 1 week turnaround time for us to process your request.

Urgent Requests, Records for your Physician

1. For immediate continuity of care, your healthcare provider can request records.
2. The physician office must fax a written request on their letterhead to (817-476-6333) indicating the patient's name, date of birth and date of visit in the facility.

For assistance call (817-476-6332)



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Section A: This section must be completed for all Authorizations					
Patient Name:		Birth Date:		Last 4 digits SSN (optional):	
Facility Name:		Recipient's Name:		Recipient's Phone:	
Facility Address:		Address:			
Patient Email:		City:		State:	Zip:
<i>This authorization will expire ninety days from the date of signature unless otherwise indicated below.</i>					
Date:		Event:			
Purpose of disclosure:					
Request Delivery (If left blank, a paper copy will be provided): <input type="checkbox"/> Paper Copy <input type="checkbox"/> Electronic Media, if available (e.g., USB (CD/DVD) <input type="checkbox"/> Encrypted Email <input type="checkbox"/> Unencrypted Email					
NOTE: In the event the facility is unable to accommodate an electronic delivery as requested, an alternative delivery method will be provided (e.g., paper copy). There is some level of risk that a third party could see your PHI without your consent when receiving unencrypted electronic media or email. We are not responsible for unauthorized access to the PHI contained in this format or any risks (e.g., virus) potentially introduced to your computer/device when receiving PHI in electronic format or email.					
Is this request for psychotherapy notes? <input type="checkbox"/> Yes, then this is the only item you may request on this authorization. You must submit another authorization for other items below. <input type="checkbox"/> No, then you may check as many items below as you need.					
Description: check all that apply	Date(s):	Description: check all that apply	Date(s):	Description: check all that apply	Date(s):
<input type="checkbox"/> All PHI in medical record <input type="checkbox"/> Admission form <input type="checkbox"/> Dictation reports <input type="checkbox"/> Physician orders <input type="checkbox"/> Intake/outtake <input type="checkbox"/> Clinical Test <input type="checkbox"/> Medication Sheets		<input type="checkbox"/> Operative Information <input type="checkbox"/> Cath lab <input type="checkbox"/> Special test/therapy <input type="checkbox"/> Rhythm Strips <input type="checkbox"/> Nursing Information <input type="checkbox"/> Transfer forms <input type="checkbox"/> ER Information		<input type="checkbox"/> Labor/delivery sum. <input type="checkbox"/> OB nursing assess <input type="checkbox"/> Postpartum flow sheet <input type="checkbox"/> Itemized bill: <input type="checkbox"/> UB-92: <input type="checkbox"/> Other: <input type="checkbox"/> Other:	
I acknowledge, and hereby consent to such, that the released information may contain alcohol, drug abuse, psychiatric, HIV testing, HIV results or AIDS information. (Initial) If not applicable, check here. <input type="checkbox"/>					
I understand that: 1. I may refuse to sign this authorization and that it is strictly voluntary. 2. My treatment, payment, enrollment or eligibility for benefits may not be conditioned on signing this authorization. 3. I may revoke this authorization at any time in writing, but if I do, it will not have any affect on any actions taken prior to receiving the revocation. Further details may be found in the Notice of Privacy Practices. 4. If the requester or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations and may be re-disclosed. 5. I understand that I may see and obtain a copy the information described on this form, for a reasonable copy fee, if I ask for it. 6. I get a copy of this form after I sign it.					
Section B: Is the request of PHI for the purpose of marketing? If yes, the health plan or health care provider must complete Section B, otherwise skip to Section C.					
Will the recipient receive financial or in-kind compensation in exchange for using or disclosing this information?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe:					
Section C: Signatures					
I have read the above and authorize the disclosure of the protected health information as stated.					
Signature of Patient/Patient's Representative:				Date:	
Print Name of Patient/Representative:				Relationship to Patient:	