



# Tepeyac OB/GYN

Something More Than Medicine™

## Records Release From Tepeyac OB/GYN to Patient

Please note that processing records for release requires 5-10 business days.

I hereby authorize the release of my medical records from:

Tepeyac OB/GYN  
 4001 Fair Ridge Drive Ste 304  
 Fairfax, VA 22033  
 Phone: 703-273-9440 Fax: 703-273-9445

Records for Treatment Dates: \_\_\_\_\_ to \_\_\_\_\_

- All Records    X-Ray/Sonogram Reports    Prenatal Reports    Discharge Summary  
 Operative Reports    Lab Reports    Other: \_\_\_\_\_

**Are you leaving the practice?**  No  Yes. If yes, please explain:  
 \_\_\_\_\_

Please choose one:

Request to Patient (Choose One):  Mail       Pick up in office

Patient Information:

Name:		Date of Birth:	
Address:		City:	State:      Zip Code:
Phone:	Signature of Patient or Legal Guardian:		

If this form is not completely filled out with the correct information, it will delay processing.

**TO THE PATIENT:** I understand and agree that I am financially responsible for the following fees associated with my request: copying charges, including the cost supplies and labor, and postage related to the productions of my information. I understand that the charge for this service is \$.50 per page for the first 50 pages and \$.25 per page thereafter in addition to regular postage and a \$10.00 handling fee. Our fee is in accordance with Virginia Law (section 8.01-413, 32.1.127, 1.03 and 54.1-2403.3 of the Virginia Code). Tepeyac OB/GN will contact you when your medical records are ready for pick up. You will be given 10 days to respond for pick up or mailing before your records are shredded.