



**Records Release From Tepeyac OB/GYN to Patient
 or Patient's Personal Representative***

Please note that processing records for release requires 7-10 business days. If this form is not completely filled out with the correct information, it will delay processing.

I hereby authorize the release of my (patient's) 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 (the patient) leaving the practice? No Yes. If yes, please explain: _____

Record Release Method (Choose One):

- Pick up in office Secure email
 Mail
 Other email _____
 Secure Fax _____
 Other method _____

Warning: non-secure email or third party transmission risks disclosure. I understand and accept this security risk if I request a non-secure method _____ *initials*

NOTE: to designate person to pick up records at Tepeyac's office, complete the Record Release for Pickup by Designated Person Form

Patient Information:

Name:		Date of Birth:	
Address:		City:	State: Zip Code:
Phone:	Signature of Patient or Personal Representative*:		

*Personal representative should submit documentation showing personal representative's name, contact information, and scope of authority to represent patient.

TO THE PATIENT/PATIENT'S PERSONAL REPRESENTATIVE: Tepeyac provides copies of records that are printed, mailed, faxed, emailed, picked up at Tepeyac's office, or transmitted through the patient portal at no charge to you. If you wish to have your electronic records downloaded onto a flash drive or CD, Tepeyac may charge a flat fee of \$6.50 inclusive of labor, supplies, and postage for such copies. If you choose to pick up your copies at Tepeyac's office, Tepeyac will contact you when your copies are ready for pick up. You will be given 10 days to pick up the records or contact Tepeyac to request an alternate delivery method before your records are shredded.