



Tepeyac OB/GYN

Something More Than Medicine™

Records Release From Tepeyac OB/GYN For Pickup By Designated Person

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* medical records for pickup by the person designated below 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/patient* leaving the practice? No Yes. If yes, please explain:

Patient Information:

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

Designated Person Information (Photo ID and a copy of this form must be presented and signed at pickup):

Release Records To:			
Address:		City:	State: Zip Code:
Phone:		Sign and Date at Pickup:	

*Personal representative completing form on behalf of patient should submit documentation showing the representative's name, contact information, and scope of authority to represent patient.

TO THE PATIENT/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/patient 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 a person you designate on this form is picking up copies of your/patient records, Tepeyac OB/GN will contact you when the copies are ready for pick up. You will be given 10 days to respond for pick up or to request an alternate delivery method before the records are shredded.