



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

All Records Record dates between _____ and _____ Other: _____

Are you (the patient) leaving the practice? No Yes. If yes, please explain:

Record Release Method (Choose One):

If the selected delivery method is not feasible due to record size, security limitations, or technical constraints, Tepeyac will coordinate an alternate reasonable delivery method with the patient.

- Email _____
- Secure Fax _____
- Pick up in office+

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

+Paper Copy Fees: Printed copies are subject to applicable copying fees consistent with Virginia law. See fee schedule below.
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 electronic copies of medical records at no charge. Electronic copies may be delivered via secure email, secure fax, patient portal transmission, or in-office pickup. If you request printed paper copies of your medical record, a reasonable, cost-based copying fee may apply consistent with Virginia law. Fees do not exceed \$0.50 per page for the first 50 pages and \$0.25 per page thereafter. For large record requests, you will be notified of the estimated cost based on the number of pages requested. Payment is required prior to preparation. If you request your electronic records on a flash drive or CD, a flat fee of \$6.50 may apply. Processing typically takes 7–10 business days. Prepared copies will be held for 10 calendar days and securely destroyed if not picked up or alternate arrangements are not confirmed.