



PATIENT REQUEST FOR MEDICAL RECORDS



Last Name	First Name	Middle Name	Preferred Phone
Date of Birth	Social Security Number	EDD (Estimated Delivery Date), if pregnant	
501 19th St Ste 401 Knoxville, TN 37916-1831 Email: pnchim@covhlth.com		Fort Sanders Perinatal Center and Fort Sanders Women's Specialists are authorized to	
Mark only one choice: <input type="checkbox"/> Obtain medical records from O R <input type="checkbox"/> Release medical records to			
<input type="checkbox"/> Patient	<input type="checkbox"/> Provider/Clinic/Hospital: _____		
Phone Number: _____		FAX Number: _____	
Method of Delivery / Pickup / Special Instructions			
<input type="checkbox"/> Pick up	<input type="checkbox"/> Fax Records to: _____		
<input type="checkbox"/> Mail to the following address: _____			
<input type="checkbox"/> Email (If requested, the patient/patient authorized representative consents to receiving protected health information via email and understands that records and messages sent through this type of communication may not be secure.)			
Special Instructions/Email Address: _____			
Information to be Disclosed			
The medical record information to be disclosed includes only those items checked below, with respect to services provided on or around (insert date): _____			
I understand this information may include, but is not limited to, information related to psychiatric or psychological treatment, treatment for drug and/or alcohol use, or information relating to Acquired Immune Deficiency Syndrome/HIV or other sexually transmitted diseases.			
Please provide the following parts of the medical record:			
<input type="checkbox"/> Demographics, Current Insurance and Policyholder Information		<input type="checkbox"/> Last PAP and OB/GYN Notes _____	
<input type="checkbox"/> Lab reports _____		<input type="checkbox"/> Operative reports _____	
<input type="checkbox"/> Ultrasound reports _____		<input type="checkbox"/> Other: _____	
OR <input type="checkbox"/> Entire medical record, other than psychotherapy notes, which require a separate authorization			
Certification			
<input type="checkbox"/> I certify I am the Patient, and the identification that I have provided is true and correct.			
<input type="checkbox"/> I certify I am the Patient's Authorized representative and that the identification and proof of authority I provided are true and correct.			
Relationship to Patient: _____		Legal Rep. Authority Document: _____	
Signature: _____		Date: _____	Time: _____
Printed Name: _____			
For Provider Use Only	Date Received	Date Processed	
IDENTITY: How was it verified? _____		Copy Made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
AUTHORITY: How was it verified? _____		Copy Made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
By: _____		Title: _____	
<input type="checkbox"/> Verbal/Phone Consent obtained from: _____		Account#'s Released: _____	

AUTHORIZATION TO RELEASE HEALTH INFORMATION

Fort Sanders Perinatal Center and Fort Sanders Women's Specialists

501 19th Street, Trustees Tower, Suite 401, Knoxville, TN 37916

PHONE: 865-331-2020 or 865-331-1122 FAX: 865-331-1976

THIS PAGE IS FOR STAFF USE ONLY:

1. Advise patient to fill out this form completely. We are not allowed to ADD or DELETE information to the *Authorization to Release Health Information* later.
2. NOTE: Hospital, Surgery, and Delivery Notes must be requested from the facility where service was performed. **Do not** request these records from the physician/provider that performed the services.
3. Expiration events may be final resolution of specific events; e.g., end of litigation, postpartum visit, etc.
4. Provide one form per request (i.e., obtain separate *Authorization to Release Health Information* forms for each hospital, provider, or clinic from which records are requested).
5. Review the form(s) for completeness before the patient leaves the office.
6. Staff member receiving the form should complete appropriate sections of page 2, sign, and list title; i.e., *Jane Doe, MD* or *John Law, Patient Acct Rep.*

For Staff Use Only:

Date Received: _____

Complete the applicable section below based on who signed the *Authorization to Release Health Information* form.

Patient Signed Form

Mark below how patient identity was verified. One photo ID is required if the patient signed the form. Identification marked below must be scanned into the patient's EMR chart for the *Authorization to Release Health Information* to be valid. Check to see if ID has already been scanned.

- | | |
|--|---|
| <input type="checkbox"/> Photo ID scanned in EMR | <input type="checkbox"/> Passport scanned in EMR |
| <input type="checkbox"/> EMR Photo | <input type="checkbox"/> Employer Photo ID scanned in EMR |
| <input type="checkbox"/> Driver's License scanned in EMR | <input type="checkbox"/> Signature Verification (must be verified by two staff members) |
| <input type="checkbox"/> Other Photo ID scanned in EMR; specify: _____ | |

Legal Representative Signed Form

Mark below how legal representative's identity was verified. Two forms of identification are required, and one must be a photo ID. Identification must be scanned into the patient's EMR chart for *Authorization to Release Health Information* to be valid. Check to see if ID has already been scanned.

- | | |
|---|--|
| <input type="checkbox"/> Legal Representative Driver's License | <input type="checkbox"/> Legal Representative Social Security Card |
| <input type="checkbox"/> Legal Representative Passport | <input type="checkbox"/> Legal Representative Birth Certificate |
| <input type="checkbox"/> Legal Representative Employer Photo ID | <input type="checkbox"/> Other ID, please describe: _____ |

Mark below how the legal representative's authority to sign the form on behalf of the patient was verified. The document marked below must be scanned into the patient's EMR chart for the *Authorization to Release Health Information* to be valid. Check to see if legal documents have already been scanned.

- | | |
|--|---|
| <input type="checkbox"/> Patient Birth Certificate | <input type="checkbox"/> Marriage Certificate |
| <input type="checkbox"/> Guardianship Papers | <input type="checkbox"/> Other Legal Document, please describe: _____ |
| <input type="checkbox"/> Attorney-In-Fact Appointment Papers | |

Complete the next two sections on all forms.

Copy of *Authorization to Release Health Information* provided to person who signed form. Yes No Signer refused copy of form

Signature: _____

Title: _____

ONE COPY TO BE RETAINED BY THE PATIENT

Verification by Staff on Page 2 must be completed for *Authorization to Release Health Information* to be valid.