

RECORDS RELEASE

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## Patient's Name: Date of Birth: Address: Phone #: I authorize: House Clinic to release my records to the following: (If to patient directly please indicate that. Records will be faxed if less than 15 pages, otherwise they will be mailed. We do not email records.) Name: Address: Fax: If you wish to request a specific date of service or record please indicate that here otherwise all records in the chart will be provided. We do NOT have copies of imaging studies on disk or electronically. You must request this from the imaging facility. Signature of Patient or Parent/Guardian: Date:

**To all patients and physicians' offices**: There is no charge for physician to physician records. For records to be released directly to the patient the charge is \$25. Payment can be made via credit card or a check payable to House Clinic. If you wish to make a credit card payment please indicate on the form and we will contact you to process payment. If you are paying by check please submit payment along with the form and mail to House Clinic.

Date:

Email forms to us at <a href="MedRecs@HouseClinic.com">MedRecs@HouseClinic.com</a>, fax to 213-989-7408 and leave a message at 213-353-7050. Please allow 48 hours for a response.

Please allow 2 weeks for processing of all record requests. We cannot process your request until payment and signed record release has been received.