

Pediatric Associates, Inc.

Records Release Authorization

Date: ___/___/___

If paying by credit/debit card \$20.00 will be applied to the card indicated: ___ Discover ___ Mastercard ___ Visa
Records will not be released until payment is received.

Card#: _____ Exp. Date: ___/___/___ Authorization Code: _____

Signature: _____ Date: ___/___/___

I hereby authorize and request the release of information contained in the medical records of:

Patient Name: _____ DOB: ___/___/___
(please PRINT Last name, First name)

Release From: Pediatric Associates, Inc.
7910 W. Jefferson Blvd.
Ste. 201
Fort Wayne, IN 46804
260-436-3789

Release To (Name of physician &/or group): _____
(please print)

(street address)

(city, state, zip)

(phone#)

The purpose for disclosure:

- Change of doctor due to age
- Seeing a specialist
- Moving out of state/city
- Prefer a physician closer to home/work
- Disagree with office policies/Unhappy with practice-please explain on back of form
- Insurance change
- Personal use
- Missed Appointments

I, the undersigned, understand that I may revoke this authorization at any time, in writing, but the request shall remain until revoked or upon the expiration of (60) days, whichever occurs first, except to the extent that action has been taken thereon. I understand that I am giving permission to release medical information which may include treatment for physical and/or emotional illness, pregnancy, genetic testing, communicable diseases, alcohol or drug abuse treatment, and/or HIV, AIDS, or AIDS-related information. I understand that the medical records will be mailed on an unencrypted USB unless otherwise specified above.

Patient/Legal Guardian:

Signature: _____ Date: ___/___/___

Printed Name: _____

Address: _____
(please print-street address, city, state, zip)

Phone#: _____

*Medical records are legal documents, therefore owned by Pediatric Associates, Inc. Charges for copies of these documents shall be in accordance with the Indiana code 760 IAC 1-71-3 effective November 2005, which states as follows:

- A1. **\$20.00-Electronic copy (entire family)**
- A2. *If a person insists that records be provided within 2 working days, an additional \$10.00 fee will be assessed.*
- B1. *Minimum \$20.00 fee for paper copies (includes pages 1-10)*
- B2. *.50 Per page (pages 11-50)*
- B3. *.25 Per page (for pages 51 and up)*
- B4. *Postage fee applicable (PAI waives the postage fee as a courtesy)*

Office use only: PAI associate must date and initial every line.

Release Rec'd by: _____ on ___/___/___ Pymt Rec'd by: _____ on ___/___/___
Records mailed by: _____ on ___/___/___ Family deactivated and notes made on each account by: _____

SCAN THIS RELEASE FORM FIRST AND THEN THE PATIENT RECORDS.