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Diplomate American Board of Internal Medicine and Gastroenterology
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Request for Medical Records

Please respond to each question below and provide a method of payment:

Patient Name(Please print legibly):	
D.O.B./Last 4 of Social Security/other form of ID:	
1. Individual Requesting Records:	
2. Reason for Requesting Records:	
3. If not the patient, are you the parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you the legal guardian? (We may require proof of legal guardianship)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. What records are you requesting?	<input type="checkbox"/> Operation Reports <input type="checkbox"/> Office Notes <input type="checkbox"/> Lab Results <input type="checkbox"/> Hospital Records <input type="checkbox"/> All Medical Records <input type="checkbox"/> Other: _____
6. Who will receive the records?	<input type="checkbox"/> Patient <input type="checkbox"/> Parent/legal guardian: _____ <input type="checkbox"/> Other(please explain): _____
7. How will you receive them?	<input type="checkbox"/> Pick up CD at office – Pay \$25 - requires ID at time of pick-up
*Shipping Address (if by mail):	<input type="checkbox"/> Mail CD – Pay \$31 - <i>includes shipping & handling</i> *please provide shipping address at left:
	<input type="checkbox"/> Pick up paper copy - \$25 handling fee plus 25¢ per page
	<input type="checkbox"/> Fax a copy - \$25 handling fee plus 10¢ per page
	<input type="checkbox"/> I want my records expedited in less than 48 hours – \$15 fee

Note: Please send check or other method of payment along with this form. Complete attached credit card form if paying by credit card.

*****Please pay any outstanding balance prior to collecting your medical records.**

Signed:

Date:

Printed:

Credit Card Information

If paying by credit card, please fill in the required information below to secure payment and include it with your Request for Medical Records form.

If paying by other means, you may disregard this form.

Patient Name:	Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX
Card No:	Exp. Date:
Signature:	3-4 Digit Security Code:
Date:	Amount to be Paid: \$