

Fairfax Family Practice Centers  
12011 Lee Jackson Memorial Highway, Suite 504 Fairfax, VA 22033 (703) 391-2030

AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS

Please note that you will receive an invoice from HealthPort that must be paid before records can be sent.  
Medical records will be sent by mail ONLY.

Print patient's full name

DOB (MM/DD/YY)

Street Address

Primary Phone Number – Home/Mobile/Work

City, State, Zip Code

Secondary Phone Number – Home/Mobile/Work

Location: \_\_\_ Fairfax (next to FairOaks Hospital) \_\_\_ Gainesville \_\_\_ Herndon \_\_\_ Lorton  
\_\_\_ Manassas \_\_\_ South Riding \_\_\_ Town Center \_\_\_ Vienna

At the request of the individual, I \_\_\_\_\_, do hereby authorize Fairfax Family Practice Centers to release:  
Patient's Name

Dates of \_\_\_\_\_

<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Pathology Reports	<input type="checkbox"/> Emergency Reports	<input type="checkbox"/> Electronic Summary
<input type="checkbox"/> History & Physical	<input type="checkbox"/> Laboratory Reports	<input type="checkbox"/> All Records	Summary offered by
<input type="checkbox"/> Progress Notes	<input type="checkbox"/> Radiology Reports	<input type="checkbox"/> Other	Fairfax Family Practice Centers
<input type="checkbox"/> Operative Notes	<input type="checkbox"/> ECG/EEG/Cardiac Cath	_____	See example on second page

\_\_\_ I do \_\_\_ I do NOT authorize release of information related to AIDS (Acquired Immunodeficiency Syndrome) or HIV (Human Immunodeficiency Virus) Infections, psychiatric care and/or psychological assessment and treatment for alcohol and/or drug use.

Withhold Specific Dates of: \_\_\_\_\_

**INFORMATION RELEASE TO:**

\_\_\_ **CHECK HERE for e-Delivery**

\_\_\_ **Additional Form required**

\_\_\_\_\_  
Name of Company/Agent/Facility/Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

**PURPOSE OF DISCLOSURE:**

<input type="checkbox"/> Referral to Specialist	<input type="checkbox"/> Insurance	<input type="checkbox"/> Personal	<input type="checkbox"/> Leaving Practice
<input type="checkbox"/> Legal Investigation	<input type="checkbox"/> Workers Comp	<input type="checkbox"/> Continuing Care	<input type="checkbox"/> Disability Determination

I hereby authorize disclosure of health information for the above named patient. This authorization is valid for 12 months from the date of signature. I understand that I may cancel this request with written notification but that will not affect any information released prior to notification of cancellation. I understand that the information used or disclosed may be subject to re-disclosure by the person or class of persons or facility receiving it and would then no longer be protected by federal regulations. I understand that the medical provider to who this authorization is furnished may not condition its treatment of me on whether or not I sign the authorization.

\_\_\_\_\_  
Signature of individual or guardian (if person is under 18 years of age)  
or personal representative of patient's estate

\_\_\_\_\_  
Date

**NOTE:** There will be a charge for a personal copy or the permanent transfer of your records. HealthPort has been contracted to provide this service and will bill you directly. VA State rates apply. Pages 1-50 \$ 0.50/page. Pages 51+ are \$0.25 each plus the cost of first class postage.

**FOR USE BY HEALTHPORT REPRESENTATIVE ONLY**

<input type="checkbox"/> ENTIRE	<input type="checkbox"/> LAB	<input type="checkbox"/> EKG	<input type="checkbox"/> DS	_____
<input type="checkbox"/> IMMUNE	<input type="checkbox"/> OP	<input type="checkbox"/> X-RAY	<input type="checkbox"/> OTHER	ROI SPECIALIST
<input type="checkbox"/> HP	<input type="checkbox"/> PATH			

# Chart Summary

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Our practice can provide an electronic summary of your records in a list format. Please select the following chart items you are interested in:

- |  |   |
|--|---|
| <input type="checkbox"/> ALL             | <input type="checkbox"/> Medications          |
| <input type="checkbox"/> Active Problems | <input type="checkbox"/> Past Medical History |
| <input type="checkbox"/> Allergies       | <input type="checkbox"/> Results              |
| <input type="checkbox"/> Family History  | <input type="checkbox"/> Social History       |
| <input type="checkbox"/> Immunizations   | <input type="checkbox"/> Vitals               |

Please select the following method of how you would like to receive the CD:

- Intuit Patient Portal Account (Register for free on our website) – free of charge
- Pick up in the office - \$ 5.00
- By mail – \$ 12.00 charges incur for packaging, postage and signature confirmation



<b>Patient Name</b>			
	<b>First</b>	<b>MI</b>	<b>Last</b>
<b>Date of Birth</b>			
<b>Date of Service</b>			
	<b>From</b>	<b>To</b>	

Please provide me with the medical records described above through the HealthPort eDelivery online service.

I understand and agree that:

- I must provide a valid email address, either my own or that of my designated recipient.
- My records will be provided as Adobe PDF files on HealthPort's **eDelivery** website.
- I will receive an email from **HealthPort.com** containing instructions for accessing my records.
- If I do not retrieve my records within 30 days, they will be deleted.
- There may be a fee for collecting my records. If so, an invoice will be included with the records.

Signature \_\_\_\_\_ Date \_\_\_\_\_